

Butte County

1999/2000 Occupational Outlook & Training Directory

***OCCUPATIONAL OUTLOOK
&
TRAINING DIRECTORY***

***BUTTE COUNTY
1999 - 2000***

A PRODUCT OF

The California Cooperative Occupational Information System

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Butte Community Employment Center (<http://www.ncen.org/butte/home.htm>)

California Occupational Information Coordinating Committee (<http://www.soicc.ca.gov>)

Employment Development Department – Labor Market Information Division (<http://www.calmis.ca.gov>)

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BUTTE COUNTY COMMUNITY EMPLOYMENT CENTER LOCATIONS

Paradise CEC
805 Cedar Street
Paradise, CA. 95969
530-872-6350
Fax: 530-872-9236

Providing services of the Private Industry Council, Employment Development Department, Paradise Adult School, and Regional Occupation Program.

Chico CEC
2445 Carmichael Drive
Chico, CA. 95928
530-895-4364
Fax: 530-895-4010

Providing services of the Private Industry Council, Employment Development Department, CalWORKS, Regional Occupation Program, Butte County Department of Social Services, Butte Community College, Valley Oaks Children's Services, and Green Thumb.

Oroville CEC
2185 Baldwin Avenue
Oroville, CA 95966
530-538-7301
Fax: 530-534-1167

Providing services of the Private Industry Council, Employment Development Department, CalWORKS, Valley Oaks Children's Services, and General Assistance Programs.

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AREA PROFILE

Butte County is situated on the east side of Northern California's Sacramento Valley. The surrounding counties include Plumas on the northeast, Yuba on the southeast, Sutter and Colusa on the southwest, Glenn on the west, and Tehama on the northwest. The county covers 1,675 square miles.

Rising from the Sacramento River, its western boundary, to the Sierra Nevada mountains, its eastern perimeter, Butte County elevation spans from 60 to over 7,000 feet above sea level and has a considerable variation in climate. Summers at the lower elevations are dry and warm, with temperatures at times topping 100 degrees. The valley winters are mild, with occasional frosts. At the higher elevations, on the other hand, temperatures are generally cooler throughout the year, and winter brings regular snowfall.

The portion of the county lying in the Sacramento Valley has ideal conditions for agriculture. More than 40% of the land area in Butte County is utilized for farming. Grains, fruits, and nuts are the most important crops. Rice and almonds each account for more than 25% of the dollar value of the county's agricultural production. Walnuts, prunes, kiwifruit, peaches, and olives account for significant commodity revenue as well.

Major transportation routes in the county include State Highways 99 and 70. Two railroad lines pass through the county.

The five incorporated cities in Butte County are Paradise, Chico, Oroville, Gridley, and Biggs. Chico is the county's largest city and is an urban center for the surrounding agricultural area. California State University at Chico, with an enrollment of just under 15,000 students, is located here. Bidwell Park in Chico is the third-largest city park in the world. From the university campus, the park extends 12 miles along both sides of Big Chico Creek.

The city of Paradise was incorporated during 1979 and is the second largest city in Butte County. Located 16 miles northeast of Chico, Paradise is mainly a residential community.

Oroville, the county seat and third largest city, is located near the site of the Oroville Dam, the world's largest earth-filled dam. The major industries of the Oroville area are agriculture, food processing, and the services associated with the surrounding recreational area. Located near Oroville are the farming and food processing communities of Biggs, Palermo, Richvale, and Gridley.

As of January 1, 1999, it is estimated that Butte County's population is 201,900, an increase of 1.41% over the previous year's revised estimate of 199,100. This rate is slightly lower than California's population growth rate of 1.65% over 1998.

WHO ARE WE?

The Butte Community Employment Centers are a cooperative partnership between the Butte County Private Industry Council (PIC), Butte County Department of Social Services, California Employment Development Department, and various other agencies.

MISSION STATEMENT

The mission of the Community Employment Centers (CEC) is to provide a “One-Stop” linkage between the labor pool and the job pool. It is a coordinated workforce investment system that stresses life-long learning for all workers. The CEC services are customer based and provide people with information leading to informed job and career choices. Customers are able to access a wide array of job preparation services. These services range from immediate job referral to occupation and education skills enhancement.

A further mission of the CEC is to be a central clearinghouse for businesses to fill their employment needs either through finding and referring skilled workers or by assisting in the training of future employees.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Butte County Private Industry Council and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is the fourth year that Butte County has participated.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Butte County. This year’s report is comprehensive. You will find summaries of 62 occupations surveyed between April and September of 1997, 1998, and 1999, respectively. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that direct the activities of the CCOIS to collect information on employment demand. The Training component was originally developed through the leadership of the California Occupational Information Coordinating Committee (COICC) and its Technical Work Group.

The 1999/2000 Butte County Occupational Outlook Report is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a wide array of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment, and assess the availability of qualified workers for business relocation or expansion purposes.

STATE AND FEDERAL LEGISLATIVE MANDATES

Information produced and available through the CCOIS satisfies major federal and state statutory mandates.

The Senate Labor and Human Resources Committee believes labor market information is an essential structural element supporting all other programs and services under the new *Workforce Investment Act (WIA)*. Under WIA, a national employment statistics system is established, which is to be planned, administered, overseen, and evaluated through a cooperative governance structure involving the Department of Labor and the States.

The *Welfare to Work Act of 1997 (CalWORKs)*, establishes welfare reform in California. The previous program that entitled recipients to aid with few limits is replaced. The new program assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and regards personal responsibility and accountability by recipients; fosters a “Work First” attitude by strict work requirements; and gives counties the flexibility they need to meet recipients’ needs. The continuing nature of the CCOIS program enables the Butte County populace to acquire the most recent local labor market information to assist recipients as they transition from welfare to work.

Section 10533 of the *California Unemployment Insurance Code (CUIC)* requires the EDD to operate the CCOIS as the primary component of a comprehensive labor market and occupational supply and demand information system. The law states that the CCOIS shall serve as a primary source for local and statewide occupational information, and shall be available in all areas of the state. This law specifically requires the CCOIS to produce statistically valid occupational analyses for local job training and education programs, and it must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys of recruitment practices, job qualifications, earnings and hours, and advancement and outlook.

In its annual plan to the Governor and Legislature regarding employer’s demand for trained workers and changes in the State’s economy, the Employment Training Panel is required by law to review labor market information provided by the CCOIS.

The *Wagner-Peyser Act*, which created the Job Service, provides that each state shall maintain an effective labor market information service, through which it shall provide for the collection, analysis, and dissemination of current labor market developments, employment trends, and employment opportunities.

The *Carl D. Perkins Vocational and Applied Technology Education Act* was established to meet the urgent needs for training, retraining, and employment development of adults. A key element in this legislation is the requirement that careful analyses be made of current labor market conditions, including a determination of future labor market needs. The amendments of 1990 call for greater use of labor market information to support the state plans of employment and training services and the objectives of vocational education.

Thus, the CCOIS contributes to the state’s compliance with laws requiring accurate, reliable, current, and localized labor market information.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational Forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational Selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. For each survey year, a preliminary list of occupations was developed. The list was reviewed by representatives of community based vocational training programs, economic development organizations, educational institutions, the PIC and other government agencies. Representatives of these agencies were asked to identify which occupations they would like studied. Based on the input of these organizations, some occupations were eliminated and others added. The list of occupations was reviewed and discussed with LMID, eventually narrowing to the 62 published within this report.
- **Questionnaire Development:** Specific information needs for each occupation are determined, and questionnaires are developed to respond to local information needs.
- **Sample Selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer Survey:** Confidential employer surveys are conducted by telephone, fax, mail, or in person. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data Entry and Tabulation:** Completed surveys are reviewed and the responses entered into a CCOIS database which generates basic data tabulations.
- **Written Analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 62 occupations surveyed.
- **Report Distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices, and the library systems throughout Butte County.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 1999/2000 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

- **Title and Definition of Occupation:** Each occupation has a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.
- **Education/Training and Experience:** Survey responses to questions about education, training and experience needed to obtain employment are summarized here. Employers are asked about education and training prerequisites. In addition, employers are asked if they require related work experience and what type of experience is required.

Note: The new questionnaire for Program Year 1999 asks for the level of education that the firm requires for the survey occupation. For occupations studied in 1999, while minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

The terms used in this section and throughout the report to describe results for occupations studied are as follows:

All: 100% of survey responses

Almost All: 80% up to but not including 100%

Most: 60% up to but not including 80%

Many: 40% up to but not including 60%

Some: 20% up to but not including 40%

Few: less than 20% of the survey responses

- **Hours and Wages:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons that have had at least three years of experience in the occupation with that employer.

Note: Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

- **Fringe Benefits:** The types of fringe benefits employers offer are presented. Of employers offering benefits, the percentage of those which offer each type of benefit to full-time workers is

shown. Benefits may be offered but not necessarily paid in full by the employer.

- **Where the Jobs Are:** This section identifies the major sources of employment for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are industry staffing patterns generated by LMID.
- **Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed, and skills important for career advancement. Additional employer-specified skills are also listed when provided.
- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

For occupations studied in 1997 – 1998, the following terms are used to describe the difficulty in finding applicants:

Great Difficulty: Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.

Some Difficulty: Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

Little Difficulty: Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.

No Difficulty: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

For occupations studied in 1999, the following terms are used to describe the difficulty in finding applicants:

Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find moderate competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

- **Occupational Characteristics:** This section presents information on advancement opportunities, nontraditional

occupations, turnover, and unionization. The career ladders section reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

Related DOT Code: The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

Nontraditional Occupations are those in which the Department of Labor classifies as fewer than 25% of the workers are female.

Turnover is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of employees among firms responding to the survey. For Program Years 1997 – 1998, the following are turnover terms describing the percent of new employees hired in the occupation to fill vacancies resulting from people in permanent positions receiving a promotion or leaving the firm.

Very Low: Less than 6%

Moderately Low: Between 6% and 10%

Moderate: Between 11% and 20%

Moderately High: Between 21% and 30%

High: Over 30%.

For Program Year 1999, it has been determined that turnover terms are arbitrary in nature. Therefore, occupational summaries will include only turnover percentages based on useable surveys—leaving judgements to the report reader as to their meaning.

Unionization refers to the employers surveyed who report employees in the occupation belonging to a union.

For occupations studied in 1997 and 1998, when unionization is present in a given occupation, this report will indicate so by breaking up the median wage into non-union and union components. When unionization of those surveyed exceeds 20% in any given occupation (i.e. whether it be 20% of employers surveyed reporting they are unionized or 20% of employees belonging to a union), the wage range will also be divided into non-union and union components. Unionization can be considered negligible when it represents less than 20% of the total workers in a particular occupation.

For occupations studied in 1999, this report will have two wage sections. One wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two wage sections occur when the percent of union employment is from 20% to 80%. Additionally, for Program Year 1999, our definition of unionization has been extended to include collective bargaining agreements.

- **Occupational Size & Growth Projections:** This section presents the seven year growth and job openings projections provided through the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county. For occupations studied

in 1997, the projected yearly range used is 1993 – 2000. Terms used to describe size of employment are as follows:

Small: less than 92 employees (less than .15% of 1993 employment).

Medium: 92 - 183 employees (.15% to .29% of 1993 employment).

Large: 184 - 399 employees (.30% to .64% of 1993 employment).

Very Large: at least 400 employees (more than .64% of 1993 employment).

For occupations studied in 1998 and 1999, the projected yearly range used is 1995 – 2002. Terms used to describe size of employment are as follows:

Small: less than 92 employees (less than .15% of 1995 employment).

Medium: 92 - 183 employees (.15% to .29% of 1995 employment).

Large: 184 - 397 employees (.30% to .64% of 1995 employment).

Very Large: at least 398 employees (.65% and above of 1995 employment).

Growth Trends: This is an overview of projected new job growth rates in relation to the overall average new job growth rate (15.6% between 1993 – 1995 and 18.7% between 1995 – 2002) for the county. For occupations studied in 1997, the following terms are applied to the occupational growth trends for Butte County:

Much faster than average: 23.4% or more.

Faster than average: 17.16% to 23.39%

Average: 14.04% to 17.15%

Slower than average: 14.03% or less.

For occupations studied in 1998 and 1999, the following terms are applied to the occupational growth trends in Butte County:

Much faster than average: 28.05% or more.

Faster than average: 20.57% to 28.04%

Average: 16.83% to 20.56%

Slower than average: 16.82% or less.

Gender: Employment distribution by gender presents a breakdown of the occupation as reported by employers.

***OCCUPATIONAL
SUMMARIES***

ACCOUNTANTS AND AUDITORS**OES 211140**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a bachelor's degree. Some employers seek candidates who have received additional training in becoming Certified Public Accountants.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 12 - 60 months of experience as an accounting clerk, auditor, accountant, bookkeeper, or financial manager.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	65%
Life Insurance:	76%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	88%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Accountants & Auditors work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$18.82	\$11.26	\$11.51
New Hires, With Experience:	\$8.63 - \$30.14	\$16.40	\$22.82
After Three Years With Firm:	\$9.59 - \$33.56	\$18.70	\$31.32

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Accounting, Auditing, & Bookkeeping	16.20%
Government	10.00%
Services	8.50%
Retail Trade	7.30%
Finance, Insurance, & Real Estate	6.70%
Health Services	6.30%
Social Services / Membership Organiz	5.80%
Manufacturing	4.20%
Educational Services	2.10%
Other	32.90%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Government accounting skills
Ability to conduct an audit
Cost accounting skills
Tax accounting skills
Estate planning skills
Financial planning skills
Ability to use accounting software
Certified Public Accountant (CPA) desirable
Verbal presentation / Oral communication skills
Ability to write effectively & legibly
Problem solving skills
Ability to work independently
Ability to work under pressure
Emerging skills place an emphasis on computer knowledge, especially in terms of word processing, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, private employment agencies, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Accountants and Auditors**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Director of Fiscal Services, Finance Director, Business Manager

Related DOT Code: 160.162-018, 160.162-022, 160.162-026, 160.167-054

Career Ladders: May be promoted to senior management positions

Nontraditional Occupation: No. Employers responding report that 62% of workers are female.

Turnover: Moderate. The rate is 12.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 290 -- Large

Growth Projections: New jobs through 2002: 40
Separations to 2002: 40
Total Openings: 80

Growth Trends: The new job growth rate for this occupation is 13.8%, which is growing slower than the average rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Employer Responses: 17 employers, representing 50 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AMUSEMENT AND RECREATION ATTENDANTS**OES 680140**

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report that they require a high school diploma or equivalent prior to hiring an applicant in this occupation. Most indicate they do not require vocational or technical training prior to employment. However, most express that their firm will accept training as a substitute for experience in this occupation.

Experience: Almost all employers report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 6 - 12 months of proven customer service, cashiering, or other clerical-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	15%
Dental Insurance:	15%
Vision Insurance:	8%
Life Insurance:	15%
Paid Vacation:	23%
Paid Sick Leave:	23%
Retirement Plan:	15%

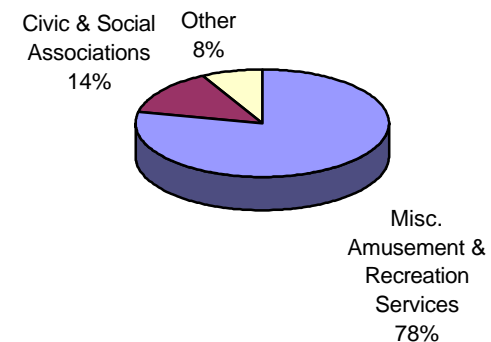
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Amusement and Recreation Workers work seasonally, averaging 24 hours per week. Some work part-time at an average of 19 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 6.00	\$5.75
New Hires, With Experience:	\$5.75 - 7.54	\$6.00
After Three Years With Firm:	\$6.10 - 11.62	\$7.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to make change
Ability to operate a cash register
Possession of a valid driver's license
Telephone answering skills
Good physical condition
Ability to stand for prolonged periods
Ability to tolerate noise, dust, and fumes
Willingness to work with close supervision
Public contact skills / customer service skills
Ability to work independently
Basic math skills
Ability to read and follow instructions / pay attention to detail
Ability to write legibly
Oral communication skills / good phone skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Facility Attendant, Skate Attendant, Starter, Counter Help, Recreation Counselor, Usher, Ticket Taker

Related DOT Code: 341.464-010, 341.683-010, 341.367-010, 195.367-030, 342.657-014, 343.467-014, 349.664-010

Career Ladders: May be promoted to office supervisor, program director, cashier, and a variety of other positions that carry additional responsibilities

Nontraditional Occupation: No. Employers responding report that 51% of workers are female.

Turnover: The rate is 13.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Amusement and Recreation Attendants**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 13 employers, representing 188 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 130 -- Medium

Growth Projections: New jobs through 2002: 60
Separations to 2002: 50
Total Openings: 110

Growth Trends: The new job growth rate for this occupation is 46.2%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth in this occupation over the same period.

Gender: Employers responding indicate 49% of workers are male, 51% female.

ASSEMBLERS AND FABRICATORS -- EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION OES 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Please do not include electrical, electronic, machine and precision assembly, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, or machining.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires possess a high school diploma or equivalent. Few employers require training prior to employment, but indicate a preference for on-the-job training. Those requiring training report seeking candidates who have demonstrated mechanical aptitude.

Experience: Many employers report that they usually require work experience. They tend to hire applicants with 6 - 24 months of experience in various areas of assembly, such as woodworking, carpentry, or general production.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	40%
Vision Insurance:	33%
Life Insurance:	53%
Paid Vacation:	100%
Paid Sick Leave:	53%
Retirement Plan:	53%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Assemblers & Fabricators work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.00	\$6.25	\$10.00
New Hires, With Experience:	\$5.75 - \$12.00	\$7.00	\$12.00
After Three Years With Firm:	\$6.75 - \$19.00	\$9.00	\$18.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Transportation Equipment	44.90%
Dental Equipment and Supplies	17.00%
Industrial and Commercial Machinery	6.80%
Lumber, Wood Products & Furniture	5.00%
Sporting and Athletic Goods	4.80%
Retail Trade	2.30%
Industrial Supplies	2.30%
Newspapers	2.00%
Electronic Components	1.40%
Other	13.50%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use and read a tape measure
Ability to read blueprints
Ability to read working drawings
Ability to perform assembly work
Ability to use hand tools
Ability to operate power tools
Willingness to work with close supervision
Ability to do arithmetic using fractions and decimals
Manual dexterity
Good eye-hand coordination
Possession of good color perception
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Possession of mechanical aptitude
Ability to perform routine, repetitive work
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Assemblers and Fabricators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Production Workers, Builders, Finishers

Related DOT Code: 729.684-054, 762.684-066, 754.684-042, 762.684-010, 714.684-010, 806.684-010, 762.687-070

Career Ladders: May be promoted to lead assembly positions, shipping & packaging positions, or to supervisory role

Nontraditional Occupation: Yes. Employers responding report that 23% of workers are female.

Turnover: Moderately High. The rate is 23.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 600 -- Very Large

Growth Projections: New jobs through 2002: 70
Separations to 2002: 100
Total Openings: 170

Growth Trends: The new job growth rate for this occupation is 11.7%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth over this period.

Employer Responses: 17 employers, representing 621 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

AUTOMOTIVE BODY AND RELATED REPAIRERS**OES 853050**

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent prior to hiring in this occupation. Many indicate they require or prefer technical training before hiring. They report that ASE certification, ICAR certification, and junior college courses are sought in candidates. ICAR, completed in stages, is often undertaken while on the job.

Experience: All employers surveyed report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 12 - 36 months of previous automotive body repair experience. Additionally, employers express a strong preference for those with keen mechanical aptitude.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	47%
Dental Insurance:	18%
Vision Insurance:	12%
Life Insurance:	18%
Paid Vacation:	82%
Paid Sick Leave:	12%
Retirement Plan:	24%

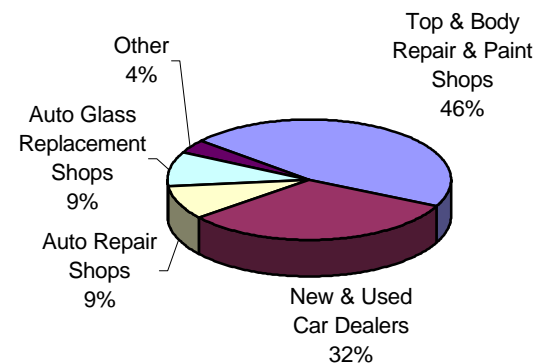
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Automotive Body and Related Repairers work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.50 - 7.50	\$7.00
New Hires, With Experience:	\$6.50 - 12.59	\$10.00
After Three Years With Firm:	\$12.00 - 18.00	\$15.75

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Skill in working with fiberglass
ICAR / ASE Certification
Ability to operate power hand tools
Masking skills
Ability to apply various painting techniques and skills
Welding skills
Ability to tolerate dust and paint fumes
Possession of good color perception
Ability to lift at least 70 pounds repeatedly
Possession of mechanical skills
Basic math skills
People skills
Ability to work independently
Emerging skills include increased knowledge of electronics, new plastic repair, computer-related skills to access car databases, ability to read directions for chemicals, keeping up on new car manufacturing changes

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, referrals from other body shops, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Automotive Body & Related Repairers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 99 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Body Repair, Auto Body Technician, Bodymen, Painters, Collision Repair Technician

Related DOT Code: 807.381-010, 807.381-018, 807.381-030, 807.484-010, 807.684-010, 845.381-018, 865.684-010

Career Ladders: May be promoted from painter, detailer, sander to bodyman to head bodyman; may be promoted from bodyman to journey bodyman, estimator, or front office worker

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: The rate is 13.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 100 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this period.

Gender: Employers responding indicate 100% of workers are male, 0% are female.

BAKERS -- BREAD AND PASTRY**OES 650210**

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require a high school diploma or equivalent prior to employment. All those surveyed report they do not require training, and few indicate a preference for vocational training. However, almost all employers express that their firm will accept training as a substitute for experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of previous baking or restaurant experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	41%
Dental Insurance:	41%
Vision Insurance:	41%
Life Insurance:	35%
Paid Vacation:	53%
Paid Sick Leave:	41%
Retirement Plan:	41%

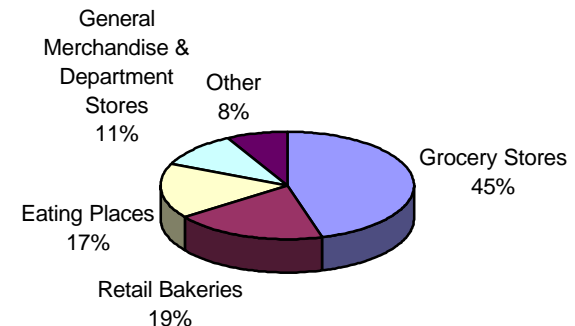
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Bakers work full-time averaging 40 hours per week. Many work part-time at an average of 26 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.00	\$7.00 - 7.25	\$6.00
New Hires, With Experience:	\$5.75 - 8.00	\$6.50 - 8.00	\$7.00
After Three Years With Firm:	\$6.50 - 14.00	\$8.00 - 15.95	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Mastery of baking equipment
Pastry making skills
Pastry decorating skills
Knowledge of weights and tares
Ability to maintain proper dough consistency
Ability to read a baking formula and follow instructions
Ability to stand continuously for 2 or more hours
Ability to lift at least 25 pounds repeatedly
Willingness to work with close supervision
Able to pass a pre-employment medical examination
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to write legibly
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Bakery Clerks, Bread Baker, Bakery Department Associate

Related DOT Code: 313.361-010, 313.361-038, 313.381-010, 313.381-018, 313.381-026

Career Ladders: May be promoted to assistant manager, kitchen manager, grocery checker, or other management positions

Nontraditional Occupation: No. Employers responding report that 54% of workers are female

Turnover: The rate is 19.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, in-house promotion or transfer, walk-in applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	

The Job Market for: **Bakers -- Bread & Pastry**
Experienced applicants: Very Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 76 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 90 -- Small

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth.

Gender: Employers responding indicate 46% of workers are male, 54% female.

BARTENDERS**OES 650050**

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires have been engaged in college course work without having earned a degree. No employer surveyed reports requiring bartender training prior to employment. Many indicate a preference for training employees in other positions to become bartenders.

Experience: Most businesses report that they sometimes or usually require work-related experience. Those seeking experienced employees tend to hire applicants with 8 - 12 months of previous bartending experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	40%
Dental Insurance:	20%
Vision Insurance:	20%
Life Insurance:	20%
Paid Vacation:	80%
Paid Sick Leave:	20%
Retirement Plan:	20%

*Percentage is based on 5 employers responding to this particular question.

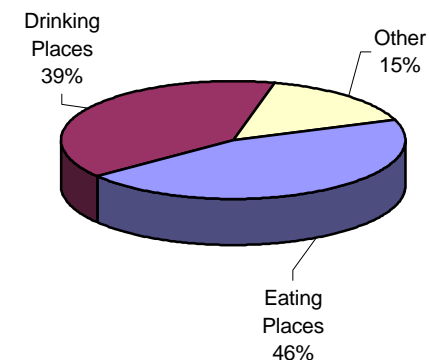
HOURS AND WAGES

Hours: Almost all bartenders work part-time averaging 19 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median Hourly Tips</u>
New Hires, No Experience:	\$5.00 - \$7.50	\$5.00	\$3.08
New Hires, With Experience:	\$5.00 - \$7.50	\$5.00	\$5.71
After Three Years With Firm:	\$5.00 - \$9.00	\$5.50	\$7.86

Almost all employers surveyed report that bartenders earn tips in addition to wages.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to communicate in a friendly & energetic way with customers
Ability to follow purchasing procedures
Cash handling skills
Understanding of inventory techniques
Ability to operate a cash register
Knowledge of drink recipes
Ability to tolerate cigarette smoke
Good memory skills
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Ability to deal with difficult individuals
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 312.474-010

Career Ladders: May be promoted to bar manager; supervisor & management positions within company

Nontraditional Occupation: No. Employers responding report that 35% of workers are female.

Turnover: High. The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, current employee referrals, newspaper ads, and hire unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Bartenders**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 217 -- Large

Growth Projections:	New jobs through 2000:	16
	<u>Separations to 2000:</u>	54
	Total Openings:	70

Growth Trends: The new job growth rate for Bartenders is 7.4%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 15 employers, representing 84 employees in this occupation, supplied data used in developing this occupational profile.

BILLING, COST AND RATE CLERKS**OES 553440**

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have been engaged in college course work without having earned a degree. Some recent new hires have earned a bachelor's degree. Few employers indicate that training is usually acceptable as a substitute for prior work experience. Those seeking training indicate a preference for basic accounting classes and typing certification.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 36 months of previous billing experience in a wide range of fields, such as: medical, banking, insurance, accounting, bookkeeping, and collection.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	95%
Dental Insurance:	84%
Vision Insurance:	58%
Life Insurance:	68%
Paid Vacation:	89%
Paid Sick Leave:	79%
Retirement Plan:	84%

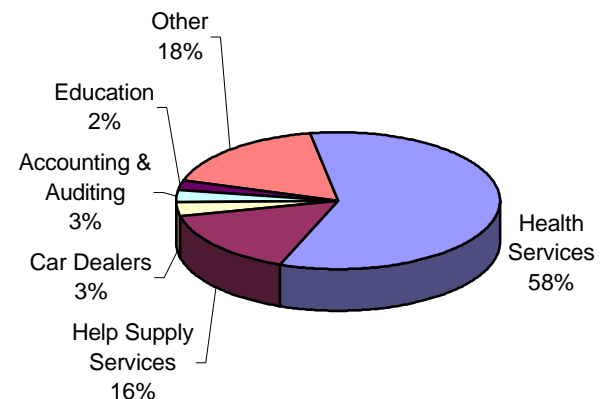
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Billing, Cost and Rate Clerks work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.00	\$7.00	\$9.71
New Hires, With Experience:	\$5.75 - \$14.87	\$8.03	\$11.73
After Three Years With Firm:	\$7.50 - \$19.33	\$10.00	\$12.43

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Record keeping skills
Alphabetic and numeric filing skills
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Statistical typing skills
Ability to follow billing procedures
Customer service skills; telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to sit continuously for 2 or more hours
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions
Emerging skills place a strong emphasis on computer knowledge, especially in terms of spreadsheet, word processing, and database experience

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Billing, Cost, and Rate Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Billing Clerk, Insurance Biller, Billing Receptionist, Accounts Payable/Accounts Receivable Clerk

Related DOT Code: 214-362.014, 214-362.022, 214-362.042, 214.387-010, 214.267-010, 214.482-018, 214.362-038

Career Ladders: May be promoted to payroll or accounting positions, senior clerk, supervisory or management positions

Nontraditional Occupation: No. Employers responding report that 100% of workers are female.

Turnover: Moderate. The rate is 15.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 270 -- Large

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	60
Total Openings:	100

Growth Trends: The new job growth rate for this occupation is 14.8%, which is growing slower than the average new job growth rate of 18.7 percent for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 19 employers, representing 58 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS**OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report that they require at least a high school diploma or equivalent prior to hiring in this occupation. Some indicate they require an associate's degree. Most report they require or prefer technical or vocational training. This training is often expressed as accounting and bookkeeping classes.

Experience: All employers surveyed report they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of prior experience as a bookkeeper, account clerk, collection & billing clerk, or related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	87%
Dental Insurance:	80%
Vision Insurance:	60%
Life Insurance:	53%
Paid Vacation:	87%
Paid Sick Leave:	73%
Retirement Plan:	67%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Bookkeepers work full-time averaging 39 hours per week. Many work "on-call" at an average of 40 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$10.28 - 10.28	\$10.75 - 11.08	\$10.75
New Hires, With Experience:	\$7.00 - 12.00	\$10.75 - 13.60	\$10.28
After Three Years With Firm:	\$8.50 - 14.25	\$11.86 - 15.61	\$12.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Government	8.3%
Business Services	7.6%
Educational Services	5.8%
Finance, Insurance & Real Estate	5.1%
Health Services	4.1%
Accounting, Auditing & Bookkeeping	4.1%
New & Used Car Dealers	3.6%
Eating Places	2.8%
Construction -- Special Trade Contractors	2.4%
Legal Services	2.1%
Manufacturing	2.1%
Other	52.0%

QUALIFICATIONS

Employers rated the following qualifications very important:

Accounting skills
Ability to conduct an audit
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Payroll processing skills
Ability to use spreadsheet, word processing, and database software
Ability to handle confidential material
Analytical skills
Telephone answering skills
Ability to write effectively and legibly
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to pay attention to detail
Public contact skills
Oral communication skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, colleges & universities, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Bookkeeping, Accounting & Auditing Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 73 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Business Manager, Accounting Technicians, Accounts Receivable/Accounts Payable Clerk

Related DOT Code: 210.382-010, 210.382-014, 210.382-046, 216.362-014, 216.482-010, 216.382-022, 216.362-026

Career Ladders: May be promoted to accountant, full charge bookkeeper, senior accounting clerk, director of finance

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: The rate is 43.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers responding indicate their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,200 -- Very Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 130
Total Openings: 190

Growth Trends: The new job growth rate for this occupation is 5.0%, which is growing slower than the average new growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 7% of workers are male, 93% are female.

CAD TECHNICIANS**NON-OES 003362999**

CAD Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess an associate's degree. Some have been engaged in college course work without having earned a degree. Many employers report they require training or certification prior to employment. These employers indicate a preference for candidates with 6 - 24 months of either CAD training, technical trade school, engineering certification or training, surveying certification, Autocad classes, or architectural training.

Experience: Most employers report that they always require work-related experience. Almost all report they will sometimes accept training in lieu of experience. They tend to hire applicants with 12 - 36 months experience as CAD drafters, survey techs, architectural drafters, & engineering designers.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	41%
Vision Insurance:	18%
Life Insurance:	59%
Paid Vacation:	100%
Paid Sick Leave:	65%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all CAD technicians work full-time for an average of 40 hours per week. Some work seasonally, averaging 32 hours weekly. Few work part-time, at an average of 18 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$17.89	\$8.00	\$17.89
New Hires, With Experience:	\$7.00 - \$22.50	\$10.75	\$22.50
After Three Years With Firm:	\$9.00 - \$27.89	\$15.00	\$27.89

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Engineering Services
Architectural Services
Surveying Services
Public Utilities
Government
College University
Other

Note: Industrial percentage data is unavailable for non-OES occupations.

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read and understand engineering drawings
Ability to visualize three dimensional objects from two dimensional drawings
Ability to calculate figures to convert design dimensions
Ability to organize data
Knowledge of integrated circuit design
Knowledge of various CAD applications
Possession of drafting and mechanical drawing skills
Ability to concentrate for long periods of time
Ability to solve problems and make decisions
Ability to read blueprints
Knowledge of geometric & trigonometric dimensions
Ability to work independently
Ability to follow directions closely
Most employers expect workers to be familiar with AutoCAD software, and to keep abreast of upgrades

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Drafter, Engineering Technician, Draftsman, Architectural Associate, CAD/Design Engineer

Related DOT Code: 003.362-010, 005.281-010, 001.261-010

Career Ladders: CAD technicians may be promoted to lead drafter, project coordinator, design engineer.

Nontraditional Occupation: Yes. Employers responding report that 14% of workers are female.

Turnover: Moderate. The rate is 12.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of those surveyed, some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **CAD Technicians**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH

EDD OCCUPATIONAL PROJECTIONS UNAVAILABLE

1997 Employment Trends of Surveyed Employers:

New Permanent Positions Resulting From Growth:	5
Positions Filled Through Promotion:	3
Positions Filled Due to Separation:	5
Temporary Positions:	1
Total Employees Hired in This Occupation:	14

Most employers responding project their firm's employment in this occupation to remain stable over the next three years.
Some employers expect new growth.

Employer Responses: 17 employers, representing 65 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CARPENTERS**OES 871020**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Few have been engaged in college course work without having earned a degree. Few employers report that training is required prior to employment. Almost all employers indicate that training is generally not acceptable as a substitute for prior work experience.

Experience: Most employers report that they usually require work-related experience. Employers tend to hire applicants with 6 - 48 months experience in various aspects of carpentry work.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	50%
Vision Insurance:	25%
Life Insurance:	75%
Paid Vacation:	100%
Paid Sick Leave:	25%
Retirement Plan:	75%

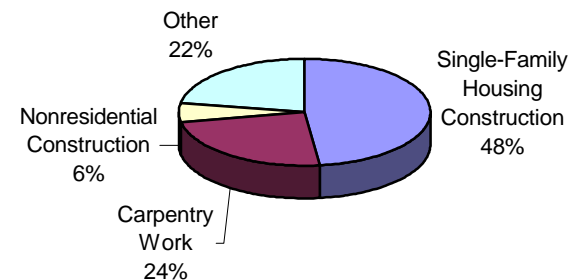
*Percentage is based on 4 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Carpenters work full-time, averaging 40 hours per week. Some work seasonally, averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$12.00	\$6.95	\$6.00
New Hires, With Experience:	\$7.00 - \$20.10	\$10.00	\$13.55
After Three Years With Firm:	\$9.50 - \$23.01	\$16.00	\$15.39

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Shop math skills
Ability to use drafting tools
Ability to read blue prints
Metal framing skills
Cost estimating skills
Finish carpentry skills
Rough carpentry skills
Drywall installation and repair skills
Ability to climb to high places
Ability to perform strenuous, physically demanding work
Possession of agility and coordination
Ability to lift at least 50 lbs. repeatedly
Ability to provide own hand tools
Possession of a reliable vehicle and a good DMV driving record
Ability to work independently
Ability to conform to new applicable laws

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, unsolicited applicants, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Carpenters**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Laborer, Installer, Rough Carpenter, Finish Carpenter

Related DOT Code: 860.381-022, 860.381-042, 860.664-010, 860.681-010, 860.281-010

Career Ladders: May be promoted to finish carpenter, crew leader, superintendant, foreman, supervisor or manager position

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: High. The rate is 51.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 300 -- Large

Growth Projections: New jobs through 2002: 90
Separations to 2002: 40
Total Openings: 130

Growth Trends: The new job growth rate for this occupation is 30.0%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth.

Employer Responses: 15 employers, representing 98 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CASHIERS**OES 490230**

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report that they require a high school diploma. Few indicate they require or prefer vocational training prior to hire. However, most express they will accept training as a substitute for prior work experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 3 - 12 months of cash handling, restaurant, or other customer service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	63%
Dental Insurance:	56%
Vision Insurance:	50%
Life Insurance:	38%
Paid Vacation:	63%
Paid Sick Leave:	63%
Retirement Plan:	44%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Cashiers work part-time averaging 26 hours per week. Many work full-time at an average of 38 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.71	\$7.00 - 8.79	\$6.00
New Hires, With Experience:	\$5.75 - 7.71	\$7.00 - 12.00	\$6.60
After Three Years With Firm:	\$6.00 - 10.00	\$12.43 - 16.88	\$8.80

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Grocery Stores	19.2%
Eating Places	19.1%
Civic & Social Associations	9.6%
Miscellaneous Retail	9.1%
General Merchandise Stores	8.3%
Gasoline Service Stations	7.8%
Record & Prerecorded Tape Stores	2.7%
Lumber & Other Building Materials	2.6%
Video Tape Rental	2.4%
Hotels & Motels	1.3%
Amusement & Recreation Services	1.3%
Other	16.6%

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Cash handling skills
Grocery checking skills
Ability to follow check cashing procedures
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Public contact skills / ability to work well with people
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Excellent customer service skills
Ability to organize work

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: walk-in applicants, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X

The Job Market for: **Cashiers**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 responses, representing 284 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Checkers, Customer Service Clerk, Administrative Services Clerk, Hostess, Warehouse Clerk

Related DOT Code: 211.362-010, 211.462-010, 211.462-018, 211.467-010, 211.467-034, 249.467-010, 209.567-014

Career Ladders: May be promoted to head clerk, crew chief, head cashier, server, or various management positions

Nontraditional Occupation: No. Employers responding report that 59% of workers are female.

Turnover: The rate is 19.0% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 2,050 -- Very Large

Growth Projections: New jobs through 2002: 420
Separations to 2002: 790
Total Openings: 1,210

Growth Trends: The new job growth rate for this occupation is 20.5%, which is growing at an average rate. The average job growth rate for this occupation is 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Some anticipate that growth will remain stable over this period.

Gender: Employers responding indicate 41% of workers are male, 59% are female.

CHILD CARE WORKERS**OES 680380**

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires have been engaged in college course work without having earned a degree. Few have earned an associate's or bachelor's degree. Some employers indicate that they require 12 units of Early Childhood Education/Child Development prior to employment.

Experience: Almost all employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months of experience working with children in some capacity, such as preschool teacher or teacher aide, babysitting, or other previous childcare experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	69%
Dental Insurance:	62%
Vision Insurance:	31%
Life Insurance:	54%
Paid Vacation:	62%
Paid Sick Leave:	69%
Retirement Plan:	38%

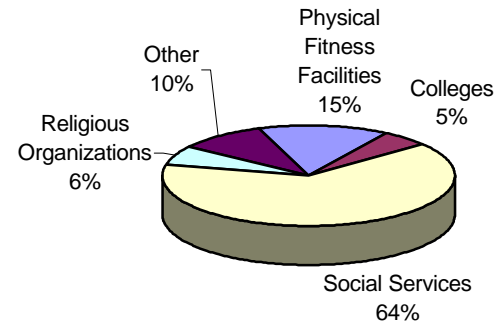
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Child Care Workers work part-time, averaging 22 hours per week. Some work full-time at an average of 42 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$8.70	\$5.50	\$8.16
New Hires, With Experience:	\$5.00 - \$8.70	\$6.00	\$8.16
After Three Years With Firm:	\$5.75 - \$10.36	\$7.08	\$9.66

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of early childhood development/education
Oral reading skills
Musical skills
Ability to administer emergency first aid
Ability to write effectively
Ability to stand continuously for 2 or more hours
Ability to lift at least 40 lbs. repeatedly
Understanding of a variety of cultures
Ability to handle crisis situations
Possession of a clean police record
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Ability to exercise patience
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Daycare Worker, Direct Care Worker, Recreation Leader, Teacher, Teacher Aide, Facility Manager

Related DOT Code: 359.677-018

Career Ladders: May be promoted to program coordinator, preschool teacher, or various supervisory positions

Nontraditional Occupation: No. Employers responding report that 70% of workers are female.

Turnover: High. The rate is 43.6% for employees in this occupation over the past 12 months.

Unionization: Yes.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Child Care Workers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 103 -- Medium

Growth Projections:	New jobs through 2000:	28
	<u>Separations to 2000:</u>	5
	Total Openings:	33

Growth Trends: The new job growth rate for Child Care Workers is 27.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 16 employers, representing 289 employees in this occupation, supplied data used in developing this occupational profile.

CONSTRUCTION MANAGERS**OES 150170**

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Many have earned a bachelor's degree. Few employers responding indicate they require training prior to employment, but place a strong emphasis on previous work experience.

Experience: Almost all employers report they usually require work-related experience. They tend to hire applicants with 24 - 72 months of prior experience as a construction foreman, supervisor, superintendent, or project manager.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	77%
Dental Insurance:	15%
Vision Insurance:	8%
Life Insurance:	31%
Paid Vacation:	69%
Paid Sick Leave:	62%
Retirement Plan:	62%

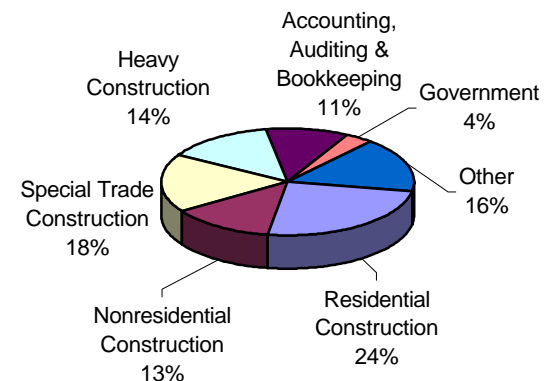
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers surveyed report that all Construction Managers work full-time, averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$20.00	\$11.80	N/A
New Hires, With Experience:	\$8.00 - \$31.17	\$14.19	\$21.10
After Three Years With Firm:	\$10.00 - \$38.36	\$16.91	\$27.43

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Office management skills
 Report writing skills
 Ability to follow purchasing procedures
 Understanding of the collective bargaining process
 Civil engineering skills
 Ability to estimate costs and submit bids
 Ability to hire and assign personnel
 Landscape site planning skills
 Understanding of commercial real estate practices
 Understanding of building codes and contract laws
 Understanding of construction terms
 Possession of a contractor's license
 Knowledge of EEO & affirmative action programs and guidelines
 Knowledge of OSHA safety standards
 Ability to perform advanced mathematical computations
 Emerging skills include basic computer knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Construction Managers**
 Experienced applicants: Somewhat Competitive
 Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Construction Foreman, Superintendent, Project Manager, Crew Supervisor

Related DOT Code: 182.167-026, 182.167-010

Career Ladders: May be promoted to superintendent, district manager, operations manager, or vice president

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Moderate. The rate is 19.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 100 - Medium

Growth Projections: New jobs through 2002: 40
Separations to 2002: 20
 Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 40.0%, which is growing much faster than the average new job rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth over this period.

Employer Responses: 15 employers, representing 31 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CORRECTION OFFICERS AND JAILERS**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitation institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Butte County reports that potential candidates for hire must possess a high school diploma or equivalent. The county requires new hires to successfully complete during the probation period a jail operations course certified by the California State Board of Corrections. First Aid and CPR courses are also required training for this occupation. A medical examination is required to assess a candidate's ability to meet the physical demands of the job.

Experience: The county reports that prior work-related experience is not a requirement for this occupation. Proper training will substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

*Percentage is based on 1 employer responding to this particular question.

HOURS AND WAGES

Hours: Butte County reports that all employees work full-time averaging 40 hours per week.

***Wages:**

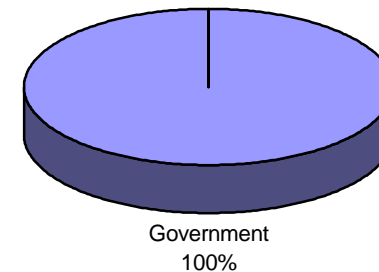
New Hires, No Experience: \$11.24

New Hires, With Experience: \$12.08

After Three Years With Firm: \$13.67

Note: "Range" and "Median" wages are not separated since sample consists of one employer.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to observe, remember, and record events accurately
Ability to learn, interpret, and enforce jail rules, regulations, and other policies with firmness, tact, and impartiality
Effectively control, direct, and instruct inmates, individually and in groups
Ability to make quick, effective, and reasonable decisions in emergencies
Able to take appropriate action, including the physical restraint of violent inmates
Promote acceptable attitude and behavior of inmates while in confinement
Meet and maintain standards of physical endurance and agility
Proper use and care of firearms and other law enforcement equipment
Able to learn and properly use standard broadcasting procedures of a police radio system
Ability to speak, read, and write English
Prepare and present clear and comprehensive written and oral reports
Understand and carry out oral and written directions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 372.667-018

Career Ladders: No career promotion for this occupation

Nontraditional Occupation: Yes. Employers responding report that 24% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employers in this occupation over the past 12 months.

Unionization: Yes. The county reports that all employees in this occupation belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	Not Applicable	X
Little Difficulty		
No Difficulty		

The Job Market for: **Correction Officers and Jailers**
Experienced applicants: Not Applicable
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 57 -- Small

Growth Projections:	New jobs through 2000:	23
	<u>Separations to 2000:</u>	5
	Total Openings:	28

Growth Trends: The new job growth rate for this occupation is 40.4%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. The county projects moderate growth in this occupation over the next three years.

Employer Responses: 1 employer, representing 49 employees in this occupation, supplied data used in developing this occupational profile. Information provided by this employer is available to the general public and may be obtained through the Butte County personnel department.

COST ESTIMATORS**OES 219020**

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires have been engaged in college course work. Some of these have earned an associate's degree. Some have earned a bachelor's degree. Some employers indicate they require training prior to employment. Those wanting previous training seek candidates who have earned a college degree.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 12 - 36 months experience as an estimator or project manager, and have worked within the construction industry.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	80%
Dental Insurance:	53%
Vision Insurance:	13%
Life Insurance:	53%
Paid Vacation:	87%
Paid Sick Leave:	40%
Retirement Plan:	53%

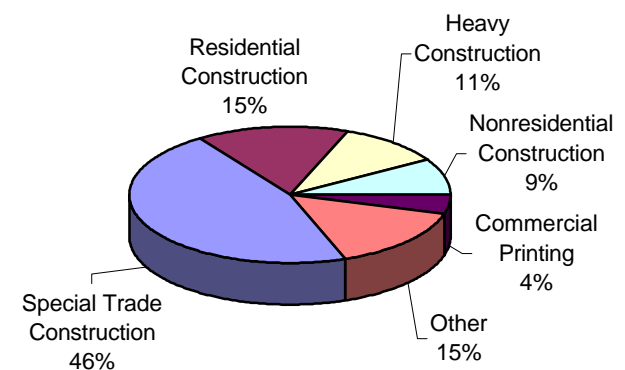
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Cost Estimators work full-time, averaging 40 hours weekly. A few work part-time, at an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.19 - \$18.75	\$9.00
New Hires, With Experience:	\$9.00 - \$22.38	\$14.38
After Three Years With Firm:	\$10.00 - \$33.24	\$18.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to prepare flow charts
Accounting skills
Ability to read blueprints
Cost estimating skills
Basic construction skills
Understanding of California building codes
Ability to perform advanced mathematical computations
Ability to write effectively and legibly
Analytical skills
Willingness to work with close supervision
Ability to pay attention to detail
Ability to work independently
Ability to work under pressure
Ability to read and follow instructions
Emerging skills include an increased knowledge of computers, especially in terms of estimating software, spreadsheet, word processing, database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Cost Estimators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Estimator, Job Estimator, Job Bidder, Program Analyst

Related DOT Code: 169.267-038, 221.367-014, 221.482-014, 221.362-018

Career Ladders: May be promoted to district manager, superintendent, sales, or other management positions

Nontraditional Occupation: Yes. Employers responding report that 5% of workers are female.

Turnover: Moderately Low. The rate is 9.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 70 -- Small

Growth Projections: New jobs through 2002: 20
Separations to 2002: 10
Total Openings: 30

Growth Trends: The new job growth rate for this occupation is 28.6%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 15 employers, representing 22 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COUNTER AND RENTAL CLERKS**OES 490170**

Counter and Rental Clerks receive articles and / or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent new hires have been engaged in college course work without having earned a degree. Few have earned an associate's degree. No employers indicate that training is required prior to employment.

Experience: Some employers report that they usually require work-related experience. They tend to hire applicants with 6 - 12 months experience in retail sales, cashiering, customer service, or other clerical position.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	57%
Dental Insurance:	43%
Vision Insurance:	14%
Life Insurance:	14%
Paid Vacation:	86%
Paid Sick Leave:	43%
Retirement Plan:	14%

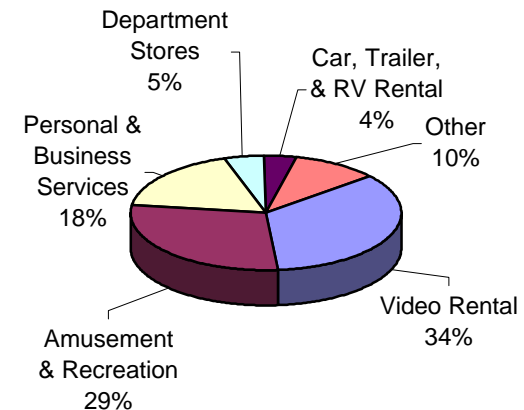
*Percentage is based on 7 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Counter & Rental Clerks work full-time, averaging 40 hours per week. Many work part-time, averaging 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$6.50	\$5.75
New Hires, With Experience:	\$5.75 - \$8.00	\$5.75
After Three Years With Firm:	\$5.75 - \$10.00	\$6.75

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Cash handling skills
Ability to use a calculator
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Ability to work independently
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Basic computer literacy skills
Organizational skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Representative, Retail Clerk, Receptionists, Sales Clerk

Related DOT Code: 249.362-010, 249.366-010, 295.357-010, 295.467-022, 295.467-026, 369.677-010, 369.477-014

Career Ladders: May be promoted to various positions with more responsibility; supervisory and management positions

Nontraditional Occupation: No. Employers responding report that 56% of workers are female.

Turnover: High. The rate is 52.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Counter & Rental Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 230 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 60
Total Openings: 120

Growth Trends: The new job growth rate for this occupation is 26.1%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Many anticipate new growth.

Employer Responses: 15 employers, representing 95 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

DENTAL HYGIENISTS**OES 329080**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least an associate's degree prior to hire. Some require a bachelor's degree. Additionally, it is required by the State that candidates for hire graduate from a board-approved dental hygiene program. This is generally a 24-month program within California.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 24 months of prior experience as a dental hygienist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	14%
Dental Insurance:	14%
Vision Insurance:	0%
Life Insurance:	0%
Paid Vacation:	19%
Paid Sick Leave:	14%
Retirement Plan:	10%

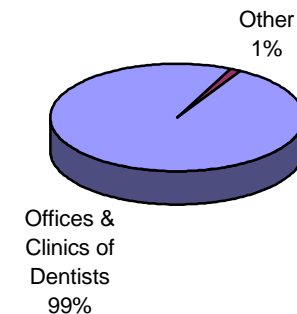
*Percentage is based on 21 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Dental Hygienists work part-time averaging 17 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$22.00 - 33.12	\$31.25
New Hires, With Experience:	\$25.00 - 50.00	\$32.00
After Three Years With Firm:	\$28.41 - 54.17	\$35.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow laboratory procedures
Supervisory skills
Ability to perform or assist with dental procedures
Understanding of good diet and nutrition
General clerical skills
Record keeping skills
Knowledge of anesthesiology
Possession of a Radiation Safety Certificate
Ability to write effectively and legibly
Willingness to work with close supervision
Public contact skills
Ability to read and follow instructions
Basic math skills
Oral communication skills
Good time management skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Dental Hygienists

Related DOT Code: 078.361-010

Career Ladders: Employers report no promotional opportunities for this occupation

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: The rate is 2.0% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Dental Hygienists**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 21 employers, representing 51 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 120 -- Medium

Growth Projections: New jobs through 2002: 40
Separations to 2002: 20
Total Openings: 60

Growth Trends: The new job growth rate for this occupation is 33.3%, which is growing much faster than the average job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to grow over the next two years. Many anticipate growth will remain stable over this period.

Gender: Employers responding indicate 2% of workers are male, 98% female.

ELECTRICIANS**OES 872020**

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Servicers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to employment. Most indicate they require or prefer previous electrical training. A few employers express a preference for "on-the-job" training, teaching job-specific skills to apprentice employees.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior electrical experience. This experience may extend to construction, automotive, agricultural pump, or hydro systems.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	41%
Vision Insurance:	35%
Life Insurance:	47%
Paid Vacation:	71%
Paid Sick Leave:	35%
Retirement Plan:	35%

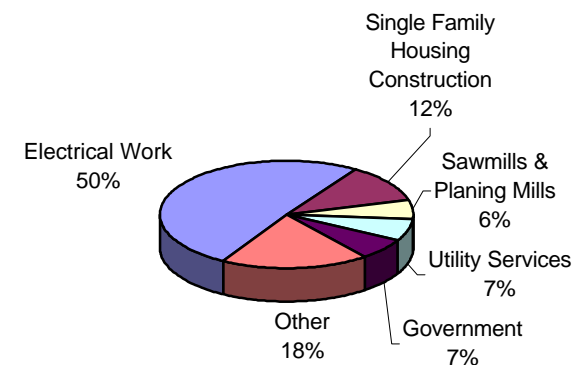
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Electricians work full-time at an average of 40 hours per week.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - 8.00	\$8.00 - 14.09	\$8.00
New Hires, With Experience:	\$5.75 - 15.00	\$10.60 - 28.00	\$13.00
After Three Years With Firm:	\$7.50 - 20.00	\$22.83 - 28.77	\$20.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to install electrical equipment
Ability to understand electrical code
Ability to read and understand blueprints
Cost estimating skills
Soldering skills
Ability to climb ladders
Possession of good color perception
Ability to crawl under buildings
Ability to stand continuously for 2 or more hours
Possession of mechanical aptitude
Ability to make use of cognitive thinking
Ability to maintain good relations with public
Ability to abide by safety requirements
Shop math skills
Ability to provide own hand tools
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, union hall referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		

The Job Market for: **Electricians**
Experienced applicants: Not Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 101 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Electrical Lineworker, Journeyman Electrician, Electrical Helper, Field Electrician, Alarm Technician

Related DOT Code: 824.681-010, 825.381-030, 825.381-034, 824.261-010, 824.261-014, 806.381-062

Career Ladders: May be promoted to foreman, estimator, project manager, superintendent, supervisor or manager position

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: The rate is 6.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 120 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for Electricians is 16.7%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 98% of workers are male, 2% are female.

FILE CLERKS**OES 553210**

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All new hires possess a high school diploma or equivalent. Few employers report they require training prior to employment, but place an emphasis on providing "on-the-job" training for this occupation. Most employers, however, indicate that they usually accept training as a substitute for experience.

Experience: Few employers report that they require work-related experience. Those requiring experience tend to hire applicants with 2 - 6 months of previous office work.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	90%
Dental Insurance:	80%
Vision Insurance:	40%
Life Insurance:	70%
Paid Vacation:	100%
Paid Sick Leave:	90%
Retirement Plan:	90%

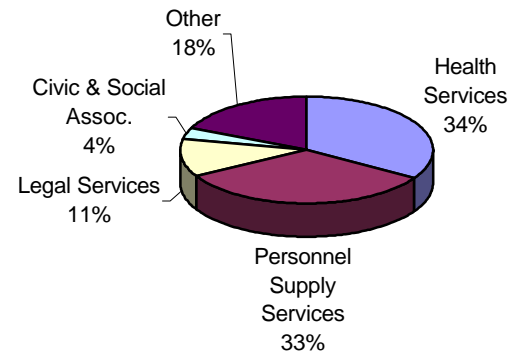
*Percentage is based on 10 employers responding to this particular question.

HOURS AND WAGES

Hours: Most File Clerks work full-time averaging 40 hours per week. Some work part-time at an average of 18 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$8.85	\$6.00	\$6.46
New Hires, With Experience:	\$5.75 - \$9.00	\$7.00	\$7.95
After Three Years With Firm:	\$5.75 - \$16.00	\$8.00	\$12.10

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Data entry skills
Alphabetic and numeric filing skills
Ability to perform detailed clerical work
Customer service and telephone answering skills
Ability to write effectively and legibly
Ability to type at least 30 wpm
Ability to stand continuously for 2 or more hours
Ability to lift at least 40 lbs. repeatedly
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to read and follow instructions
Emerging skills place an emphasis on computer literacy, primarily in terms of word processing, database, and spreadsheet

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **File Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Clerical Assistant, Clerical Aide, Clerk, Staff Aide

Related DOT Code: 206.387-034, 206.367-014, 206.387-022, 206.387-010

Career Ladders: May be promoted to customer service clerk, receptionist, billing clerk, secretary, or administrative assistant

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: High. The rate is 35.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 210 -- Large

Growth Projections:

New jobs through 2002:	10
<u>Separations to 2002:</u>	60
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 28 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FINANCIAL MANAGERS**OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires possess a bachelor's degree. Some new hires have earned an associate's degree.

Experience: Almost all employers report that they always require work-related experience. They tend to hire applicants with 24 - 72 months experience as controllers, accountants, financial managers, and fiscal officers. Few employers indicate they will accept training as a substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	67%
Vision Insurance:	67%
Life Insurance:	93%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	80%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Financial Managers work full-time at an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.50 - \$17.26	\$10.01
New Hires, With Experience:	\$8.00 - \$28.91	\$17.59
After Three Years With Firm:	\$11.00 - \$28.91	\$19.18

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	27.00%
Construction	10.20%
Business Services	9.50%
Medical Services	7.50%
Individual & Family Services	3.90%
Local Government	3.90%
Religious, Social, & Civic Organizations	3.30%
Accounting, Auditing, Bookkeep. & Management	3.00%
Other	31.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to plan and organize the work of others
Understanding of regulations affecting financial institutions
Ability to apply techniques of statistical analysis
Ability to analyze securities
Financial planning skills
Budget analysis skills
Cost accounting & cost analysis skills
Report writing skills
Ability to perform advanced mathematical computations
Ability to interpret actuarial and probability of loss tables
Ability to work independently
Ability to hire and assign personnel
Verbal presentation skills
Ability to read and comprehend information quickly
Emerging skills place an emphasis on evolving computer systems, use of new financial management software applications, and network access

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Controller, Chief Financial Officer, Finance Director, Fiscal Officer, Accounting Manager

Related DOT Code: 250.257-014, 160.167-058, 160.162-022

Career Ladders: May be promoted to Vice President of Finance, Chief Business Officer, regional management position.

Nontraditional Occupation: No. Employers responding report that 53% of the workers are female.

Turnover: High. The rate is 31.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, Employment Development Dept., and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Financial Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 411 -- Very Large

Growth Projections:	New jobs through 2000:	53
	<u>Separations to 2000:</u>	41
	Total Openings:	94

Growth Trends: The new job growth rate for Financial Managers is 12.9%, which is growing slower than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 19 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FIREFIGHTERS**OES 630080**

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State or Federal government.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Employers indicate that all recent hires possess a high school diploma or equivalent. Employers report that training and certification are required prior to employment. Candidates must have successfully completed the State Board of Fire Services certification, and must possess a current California Emergency Medical Technician (EMT) certificate at time of application. Possession of a Hazardous Materials First Responder certificate, and college degree in Fire Technology is desirable.

Experience: Employers report that although prior work-related experience is not required for employment, it is desirable.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

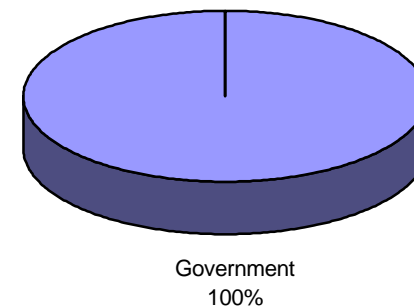
*Percentage is based on 2 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers report that all firefighters work full time at 56 hours per week.

<u>*Wages:</u>	<u>Union Range</u>	<u>Union Median</u>
New Hires, No Experience:	\$9.18 - \$9.48	\$9.33
New Hires, With Experience:	\$9.48 - \$9.75	\$9.62
After Three Years With Firm:	\$9.75 - \$11.50	\$10.63

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to understand the organization of the fire department
Demonstration of physical endurance, agility, and strength in accordance with established standards
Knowledge of basic firefighting methods and equipment
Ability to learn the role of other agencies that respond to emergencies
Demonstration of mechanical aptitude in operation and maintenance of firefighting equipment
Ability to learn and apply fire prevention laws, codes, and regulations
Ability to read, understand and apply a variety of fire suppression and fire prevention information and materials
Ability to reason and act decisively under stressful / emergency situations
Ability to perform routine building and grounds maintenance duties
Ability to maintain records and prepare written reports effectively
Knowledge of geographical layout of jurisdictional area
Ability to service and maintain firefighting equipment in good working order
Emerging skills include increased computer literacy and proficiency

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, school referral programs, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty		
No Difficulty	X	X

The Job Market for: **Firefighters**
Experienced applicants: Very Competitive
Inexperienced applicants: Very Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Fire Engineer

Related DOT Code: 373.364-010

Career Ladders: May be promoted to captain, division chief, or fire apparatus engineer

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Very Low. The rate is 3.2% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report they are unionized. Employers surveyed indicate that all employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 194 -- Large

Growth Projections:	New jobs through 2000:	22
	<u>Separations to 2000:</u>	46
	Total Openings:	68

Growth Trends: The new job growth rate for firefighters is 11.3%, which is growing slower than the average rate of 15.6% for all occupations in the county. Half of the employers surveyed project their firm's employment in this occupation to remain stable over the next three years. Half expect growth over this period.

Employer Responses: 2 employers, representing 62 employees in this occupation, supplied data used in developing this occupational profile. Information provided by these employers is available to the general public and may be obtained through respective city personnel departments.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS--CLERICAL AND ADMINISTRATIVE SUPPORT

OES 510020

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires have been engaged in college course work. Many have earned an associate's degree. Few have earned a bachelor's degree. Some employers report that training is required prior to employment. Those seeking training or certification indicate a preference for candidates who have earned a college degree.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 6 - 36 months of experience in following: accounting, bookkeeping, marketing, clerical support, administrative support, secretarial, human resources, or medical office experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	86%
Dental Insurance:	50%
Vision Insurance:	29%
Life Insurance:	57%
Paid Vacation:	100%
Paid Sick Leave:	86%
Retirement Plan:	64%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers responding report that all employees in this occupation work full-time, averaging 46 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$10.93	\$8.00	\$10.55
New Hires, With Experience:	\$7.00 - \$13.95	\$10.00	\$11.03
After Three Years With Firm:	\$9.00 - \$20.92	\$11.50	\$12.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Finance, Insurance, & Real Estate	20.70%
Health Services	13.70%
Government	9.20%
Education Services	6.40%
Eating Places	4.60%
Business Services	3.10%
Membership Organizations	2.60%
Food & Kindred Products	2.30%
Communications	1.80%
Department Stores	1.40%
New & Used Car Dealers	1.40%
Other	32.80%

QUALIFICATIONS

Employers rated the following qualifications very important:

Office management skills
Ability to manage an activity or department
Ability to plan and organize the work of others
Report writing skills
Supervisory skills
Record keeping skills
Proofreading skills
Ability to hire and assign personnel
Ability to write effectively and legibly
Problem solving skills
Willingness to work with close supervision
Ability to pay attention to detail
Customer service skills
Oral communication skills
Emerging skills include increased computer literacy, especially in terms of work processing, accounting software, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **First Line Supervisors/Managers-Clerical**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Office Manager, Business Office Supervisor, Administrative Secretary, Accounting Supervisor

Related DOT Code: 168.167-058, 211.137-010, 213.132-010, 214.137-022, 215.137-014, 216.132-010, 222.137-030

Career Ladders: May be promoted to administrator, higher level management, or manager over various other departments

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: Moderate / Moderately High. The rate is 20.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 720 -- Very Large

Growth Projections: New jobs through 2002: 160
Separations to 2002: 140
Total Openings: 300

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average rate of 18.7% for all occupations in the county. Almost all employers project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 39 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS--SALES AND RELATED OCCUPATIONS OES 410020

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Some recent new hires have been engaged in college course work without having earned a degree. Some have earned an associate's degree. Few have earned bachelor's degrees. No employers indicate that training is required prior to employment.

Experience: Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 60 months of retail sales or management experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	57%
Vision Insurance:	36%
Life Insurance:	71%
Paid Vacation:	100%
Paid Sick Leave:	86%
Retirement Plan:	79%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all First Line Supervisors and Managers for Sales-Related occupations work full-time averaging 42 hours per week.

		Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.40 - \$17.26	\$8.25	N/A
New Hires, With Experience:	\$5.90 - \$17.26	\$10.00	\$13.90
After Three Years With Firm:	\$8.00 - \$31.17	\$14.00	\$22.06

*In addition to wages, some firms also pay commissions which vary widely.

Few firms pay only commissions.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Hardware, Department, & Grocery Stores	25.80%
Automotive Dealers & Gasoline Stations	7.20%
Lumber & Other Building Materials	6.60%
Apparel & Accessory Stores	5.90%
Miscellaneous Retail	4.60%
Civic & Social Associations	3.00%
Video Tape Rental	2.40%
Insurance & Real Estate Services	2.30%
Physical Fitness Facilities	2.30%
Eating Places	1.80%
Newspapers	1.40%
Radio, TV, & Electronic Stores	1.10%
Other	35.60%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to manage an activity or department
Ability to plan and organize the work of others
Report writing skills
Ability to apply sales techniques
People management & coaching skills
Ability to hire and assign personnel
Verbal presentation skills
Ability to write legibly & effectively
Problem solving skills
Public contact skills
Ability to work independently
Ability to work under pressure
Customer service skills
Oral communication skills
Ability to effectively manage time
Emerging skills include increased computer knowledge

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Sales Manager, Area Manager, Sales Director, Department Manager

Related DOT Code: 163.167-018

Career Ladders: May be promoted to higher level management positions

Nontraditional Occupation: No. Employers responding report that 43% of workers are female.

Turnover: Moderate / Moderately High. The rate is 20.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, private employment agencies, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **First Line Supervisors/Managers--Sales**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 721 -- Very Large

Growth Projections:	New jobs through 2000:	109
	<u>Separations to 2000:</u>	85
	Total Openings:	194

Growth Trends: The new job growth rate for this occupation is 15.1%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Many businesses project their firm's employment in this occupation to remain stable over the next three years. Many expect growth over this period.

Employer Responses: 14 employers, representing 91 employees in this occupation, supplied data used in developing this occupational profile.

FOOD PREPARATION WORKERS**OES 650380**

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a high school diploma or equivalent. Few have been engaged in college course work without having earned a degree. Few employers report that training is required prior to employment. Most employers, however, report they will sometimes accept training as a substitute for experience.

Experience: Some firms report that they usually or always require work-related experience. They tend to hire applicants with 6 - 12 months experience in food service.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	64%
Dental Insurance:	64%
Vision Insurance:	55%
Life Insurance:	27%
Paid Vacation:	73%
Paid Sick Leave:	45%
Retirement Plan:	55%

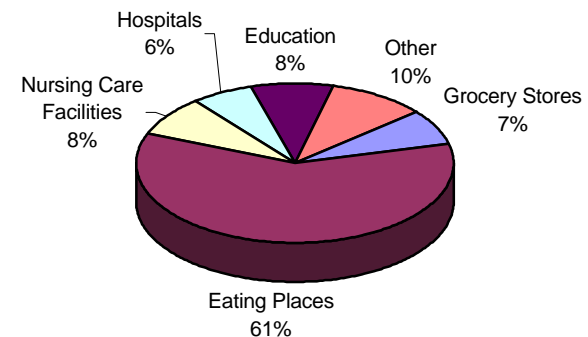
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Food Preparation Workers work part-time averaging 22 hours per week. Some work full-time at an average of 41 hours weekly.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$6.00	\$6.10 - \$8.28	\$5.00	\$7.36
New Hires, With Experience:	\$5.00 - \$9.00	\$6.10 - \$8.28	\$5.50	\$7.54
After Three Years With Firm:	\$5.00 - \$12.00	\$7.50 - \$9.37	\$6.50	\$9.01

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sandwich making skills
Ability to operate a cash register
Salad making skills
Certified as a food handler
Knowledge of sanitary work environment
Ability to handle multiple food orders in a timely fashion
Ability to pass a pre-employment medical examination
Ability to stand continuously for 2 or more hours
Ability to work rapidly
Ability to lift at least 30 pounds repeatedly
Willingness to work with close supervision
High standards of personal cleanliness
Public contact skills
Ability to work under pressure
Ability to follow oral and written instructions
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Food Services Aide, Dietary Aide, Cook's Assistant, Food Service Worker, Cafeteria Assistant

Related DOT Code: 313.361-014, 319.677-014

Career Ladders: May be promoted to cook, kitchen manager, dietary supervisor, and management positions.

Nontraditional Occupation: No. Employers responding report that 74% of workers are female.

Turnover: Moderately High. The rate is 24.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers surveyed report they are unionized. Most employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Food Preparation Workers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 974 -- Very Large

Growth Projections:	New jobs through 2000:	251
	<u>Separations to 2000:</u>	266
	Total Openings:	517

Growth Trends: The new job growth rate for this occupation is 25.8%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 227 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

FOOD SERVICE MANAGERS**OES 150261**

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and / or beverages. Please include Food and Beverage Directors.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent new hires have been engaged in college course work without having earned a degree. Few employers require training prior to employment. Many, however, indicate a preference for training employees in other positions to become food service managers.

Experience: Many employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months of food service experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	53%
Dental Insurance:	40%
Vision Insurance:	13%
Life Insurance:	27%
Paid Vacation:	80%
Paid Sick Leave:	73%
Retirement Plan:	20%

*Percentage is based on 15 employers responding to this particular question.

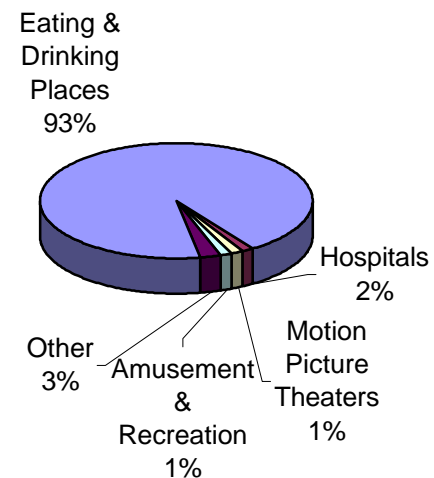
HOURS AND WAGES

Hours: Most Industrial Truck & Tractor Operators work full-time, averaging 46 hours weekly. Some work part-time at an average of 26 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$7.50	\$6.28
New Hires, With Experience:	\$6.00 - \$10.66	\$8.18
After Three Years With Firm:	\$7.00 - \$15.69	\$11.50

*Few surveyed report that Food Service Managers earn a bonus in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain financial records
Ability to manage an activity or department
Ability to motivate staff, and plan and organize the work of others
Ability to follow purchasing procedures
Record keeping skills
Understanding of inventory techniques
Ability to hire and assign personnel
Food preparation skills
Ability to write effectively
Problem solving skills
Willingness to work with close supervision
Customer service skills / Public contact skills
Ability to work under pressure
Emerging skills include an increased knowledge of computers, especially in terms of ordering of inventory

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Food Service Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: General Manager, Kitchen Manager, Restaurant Manager, Store Manager

Related DOT Code: 185.137-010, 187.167-106, 187.167-206, 187.167-026

Career Ladders: May be promoted to district manager

Nontraditional Occupation: No. Employers responding report that 36% of workers are female.

Turnover: Moderately High. The rate is 29.0% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 250 -- Large

Growth Projections:

New jobs through 2002:	50
<u>Separations to 2002:</u>	40
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth over this period.

Employer Responses: 18 employers, representing 69 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

GENERAL OFFICE CLERKS**OES 553470**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent. Some indicate they require or prefer technical or vocational training prior to hire. Most express they will accept training as a substitute for prior work experience.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of experience as an office clerical worker, bookkeeper, bank teller, receptionist, or various other office or billing positions.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	69%
Dental Insurance:	38%
Vision Insurance:	38%
Life Insurance:	38%
Paid Vacation:	69%
Paid Sick Leave:	56%
Retirement Plan:	25%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many General Office Clerks work full-time averaging 42 hours per week. Many work "on-call" at an average of 10 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 6.75	\$6.00
New Hires, With Experience:	\$5.80 - 8.50	\$6.95
After Three Years With Firm:	\$6.75 - 12.00	\$8.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Health Services	14.9%
Educational Services	8.0%
Business Services	3.6%
Department Stores	3.5%
Membership Organizations	3.5%
New & Used Car Dealers	1.7%
Grocery Stores	1.6%
Single-Family Housing Construction	1.6%
Trucking	1.6%
Gas & Other Services Combined	1.5%
Fire, Marine, & Casualty Insurance	1.5%
Other	57.0%

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Alphabetic and numeric filing skills
Ability to operate a 10-key adding machine by touch
Ability to operate a transcribing machine
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Ability to perform routine, repetitive work
Willingness to work with close supervision
Public contact skills / oral communication skills
Basic math skills
Ability to read and follow instructions
Customer service skills
Ability to organize work
Word Processing, spreadsheet, database and desktop publishing skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **General Office Clerks**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 16 employers, representing 177 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Clerk Typist, Clerk, Administrative Assistant, Office Aide, Receptionist, Secretary, File Clerk

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 219.362-026

Career Ladders: May be promoted to bookkeeper, program coordinator, office manager, or other managerial positions

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: The rate is 10.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,520 -- Very Large

Growth Projections: New jobs through 2002: 180
Separations to 2002: 270
Total Openings: 450

Growth Trends: The average new job growth rate for this occupation is 11.8%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth during this period.

Gender: Employers responding indicate 18% of workers are male, 82% female.

GUARDS AND WATCH GUARDS**OES 630470**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to employment. Many indicate they require or prefer vocational training prior to hire. Some of the following have been indicated: 3 months of guard training program or security officer school, law enforcement education, post academy training, CPR & First Aid.

Experience: Almost all firms report that they require or prefer work-related experience. They tend to hire applicants with 3 - 12 months of military experience, previous guard experience, or those with a background in criminal justice.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	59%
Dental Insurance:	53%
Vision Insurance:	41%
Life Insurance:	41%
Paid Vacation:	59%
Paid Sick Leave:	53%
Retirement Plan:	41%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Guards & Watch Guards work full-time averaging 40 hours per week. Some work part-time, at an average of 20 hours weekly. Few work "on-call" at 18 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 12.95	\$6.75
New Hires, With Experience:	\$5.75 - 12.95	\$7.00
After Three Years With Firm:	\$6.50 - 14.29	\$8.45

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Detective & Armored Car Services	36.3%
Real Estate	7.9%
Eating & Drinking Places	7.4%
Educational Services	7.3%
Health Services	6.9%
Department Stores	6.4%
Civic & Social Associations	5.9%
Amusement & Recreation Services	4.5%
Hotels & Motels	3.4%
Government	2.9%
Residential Construction	2.0%
Other	9.1%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow security protection procedures
Ability to administer emergency first aid
Bondable
Ability to operate video surveillance equipment
Ability to use a baton
Security guard registration (Guard Card)
Possession of a valid driver's license
Licensed to carry firearms
Ability to write effectively and legibly
Possession of a reliable vehicle
Possession of a police record
Willingness to work independently
Knowledge of CPR & First Aid
Understanding of criminal law
Ability to exercise calm and patience in crisis situations
Public contact skills / oral communication skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, in-promotion or transfer, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Guards and Watch Guards**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 206 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Security Officer, Security Guard, Security Manager, Loss Prevention Officer, Asset Protection

Related DOT Code: 372.563-010, 372.667-030, 372.567-010

Career Ladders: May be promoted from sergeant to lieutenant to captain; may be promoted to security manager, asset protection leader, loss prevention manager

Nontraditional Occupation: Yes. Employers responding report that 24% of workers are female.

Turnover: The rate is 20.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 160 -- Medium

Growth Projections: New jobs through 2002: 40
Separations to 2002: 30
Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing faster than the average job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth over this period.

Gender: Employers responding indicate 76% of workers are male, 24% are female.

HAND PACKERS AND PACKAGERS**OES 989020**

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a high school diploma or equivalent. Few employers report they require training prior to employment. Employers place an emphasis upon providing "on-the-job" training for this occupation.

Experience: Few employers report that they require work-related experience, though recent packing experience in a production environment is helpful and sometimes requested.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	75%
Dental Insurance:	38%
Vision Insurance:	38%
Life Insurance:	50%
Paid Vacation:	88%
Paid Sick Leave:	63%
Retirement Plan:	75%

*Percentage is based on 8 employers responding to this particular question.

HOURS AND WAGES

Hours: Some hand packers work seasonally, averaging 30 hours per week. Some work part-time, at an average of 24 hours weekly. Few work full-time or "on-call", averaging 40 hours per week.

	Non-Union	Union	Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$8.15	\$5.96 - \$6.75	\$5.28	\$6.74
New Hires, With Experience:	\$5.10 - \$8.15	\$6.74 - \$7.01	\$5.88	\$6.75
After Three Years With Firm:	\$5.25 - \$9.45	\$6.74 - \$9.04	\$8.00	\$6.75

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Women's, Misses', and Junior's Clothing	24.20%
Food and Kindred Products	17.30%
Special Industry Machinery	9.80%
Business Services	9.20%
Eating Places	6.90%
Groceries and Related Products	6.20%
Printing and Publishing	4.20%
Plastic Products	4.20%
Grocery Stores	3.60%
Motor Freight Transport. & Warehousing	3.30%
Flowers, Nursery Stock & Florist Supplies	2%
Other	9.10%

QUALIFICATIONS

Employers rated the following qualifications very important:

Good eye-hand coordination
Ability to stand continuously for 2 or more hours
Ability to sit continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Willingness to work with close supervision
Ability to work independently
Basic math skills -- ability to measure and count
Proper handling of customer packaging
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Packer, Courtesy Clerk, Mailroom
Insertor, Grader, Lineworker, Inspector

Related DOT Code: 920.587-018, 920.687-134

Career Ladders: May be promoted to stocker, checker, food
clerk, supervisory & management positions.

Nontraditional Occupation: No. Employers responding
report that 52% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.2%
for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they
are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new
employees include: current employee referrals, newspaper ads, private
employment agencies, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Hand Packers and Packagers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 265 -- Large

<u>Growth Projections:</u>	New jobs through 2000:	41
	<u>Separations to 2000:</u>	43
	Total Openings:	84

Growth Trends: The new job growth rate for this occupation
is 15.5%, which is growing at an average rate. The average new
job growth rate for all occupations in the county is 15.6%. Many
employers responding project their firm's employment in this
occupation to remain stable over the next three years. Many
anticipate growth over this period.

Employer Responses: 13 employers, representing 364
employees in this occupation, supplied data used in developing
this occupational profile.

HOME HEALTH AIDES**OES 660110**

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Some employers indicate that they require certification, generally due to state mandating imposed on certain types of businesses. To become licensed as a Certified Home Health Aide, 65 hours of supervised clinical training and 55 hours of classroom training are required.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months of prior care giving experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	77%
Dental Insurance:	46%
Vision Insurance:	38%
Life Insurance:	46%
Paid Vacation:	92%
Paid Sick Leave:	77%
Retirement Plan:	46%

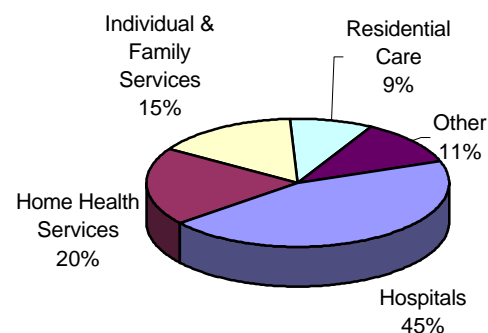
*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Home Health Aides work full-time for an average of 40 hours per week. Some work part-time, averaging 27 hours per week. Few work as temporary help, or "on-call", averaging 17 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$8.54	\$6.38
New Hires, With Experience:	\$5.75 - \$9.20	\$6.75
After Three Years With Firm:	\$6.50 - \$10.00	\$7.70

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to prepare meals
Ability to apply transferring techniques moving patients
Possession of an HHA Certificate
Possession of a Certified Nurse Assistant qualification
CPR Certification
First Aide Certification
Ability to write effectively
Knowledge of medications and medical reactions of various drugs
Interpersonal communication skills
Possession of a valid driver's license
Empathy in working with patients with dementia
Ability to pass a pre-employment medical examination
Possession of a reliable vehicle
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Home Health Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Personal Care Aide, Caregiver, Certified Home Health Aide, Direct Care Staff, Care Providers

Related DOT Code: 355.674-014, 354.377-014

Career Ladders: May be promoted to administrator, case manager, or supervisor. May attain career as LVN or RN by meeting additional educational and licensing requirements.

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: High. The rate is 38.4% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 380 -- Large

Growth Projections: New jobs through 2002: 240
Separations to 2002: 50
Total Openings: 290

Growth Trends: The new job growth rate for this occupation is 63.2%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Many employers anticipate their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 138 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS**OES 979470**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Employers report that all recent hires possess a high school diploma or equivalent. A few have been engaged in college course work without having earned a degree. Some employers require candidates to obtain a Class B commercial driver's license prior to employment.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 18 months of warehousing or manufacturing experience as a forklift operator, refuse driver, or truck driver.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	73%
Vision Insurance:	67%
Life Insurance:	87%
Paid Vacation:	100%
Paid Sick Leave:	67%
Retirement Plan:	73%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Industrial Truck & Tractor Operators work full-time averaging 40 hours per week. Some work seasonally, at an average of 40 hours weekly. A few work part-time, averaging 31 hours per week.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$13.00	\$12.84 - \$12.84	\$7.00	\$12.84
New Hires, With Experience:	\$6.00 - \$14.38	\$12.84 - \$13.00	\$8.00	\$12.92
After Three Years With Firm:	\$7.00 - \$16.78	\$12.84 - \$14.88	\$11.60	\$13.86

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Food & Kindred Products	38.60%
Lumber & Wood Products	15.30%
Motor Freight Transport. & Warehousing	9.80%
Department Stores	8.90%
Wholesale Trade - Nondurable Goods	5.50%
Lumber & Other Building Materials Dealers	4.20%
Rental of Railroad Cars	3.80%
Special Industry Machinery	3.00%
Wholesale Trade - Durable Goods	2.50%
Government	1.70%
Other	6.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Automotive maintenance and minor repair skills
Possession of a valid driver's license
Possession of a fork lift driver's certificate
Good eye-hand coordination
Ability to pass a pre-employment medical examination
Ability to lift at least 50 lbs. repeatedly
Possession of mechanical aptitude
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include basic computer literacy

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Forklift Operator, Warehouse Worker, Refuse Driver, Special Equipment Operator, Yard Laborer

Related DOT Code: 921.683-050, 929.683-014, 929.583-010, 921.683-042, 921.683-078

Career Ladders: May be promoted to supervisor/management positions, special equipment operator, lumber grader, store driver

Nontraditional Occupation: Yes. Employers responding report that 11% of workers are female.

Turnover: Moderate. The rate is 13.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Many employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, in-house promotion or transfer, private employment agencies, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Industrial Truck & Tractor Operators**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 220 -- Large

Growth Projections: New jobs through 2002: 20
Separations to 2002: 30
Total Openings: 50

Growth Trends: The new job growth rate for this occupation is 9.1%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 15 employers, representing 217 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

INSTRUCTIONAL AIDES**OES 315211**

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires have been engaged in college course work without having earned a degree. Most employers indicate they require training or certification prior to employment. This may take the form of earning 6 - 12 units of early childhood education at a community college, or through passing an instructional aide proficiency test. Many employers indicate they seek word processing skills in applicants.

Experience: Some firms report that they usually or always require work-related experience. Many indicate they will usually accept training in lieu of prior experience. Employers tend to hire applicants with 6 - 12 months experience as an instructional assistant.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	86%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	43%
Paid Vacation:	86%
Paid Sick Leave:	79%
Retirement Plan:	71%

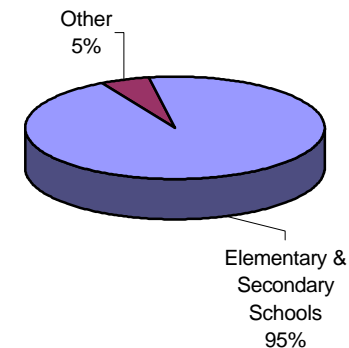
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Most Instructional Aides work part-time for an average of 20 hours per week. Few work full-time, averaging between 30 - 38 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$5.00 - \$7.42	\$5.95 - \$9.35	\$6.10	\$7.60
New Hires, With Experience:	\$5.00 - \$8.85	\$5.95 - \$10.07	\$6.44	\$8.00
After Three Years With Firm:	\$5.00 - \$13.19	\$7.63 - \$11.12	\$7.50	\$9.57

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply teaching techniques
Knowledge of early childhood development
Oral reading skills / Oral communication skills
Musical skills
Ability to operate audiovisual equipment
Classroom management skills
Record keeping skills
Ability to administer emergency first aid
Ability to write effectively
Ability to pass a pre-employment medical examination
Understanding of a variety of cultures
Ability to handle crisis situations
Ability to exercise patience
Basic math skills
Emerging skills include a higher degree of computer literacy; some employers additionally seek bilingual ability

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Teacher Aide, Instructional Assistant, Instructional Paraprofessional, Special Ed. Aide

Related DOT Code: 099.327-010

Career Ladders: Instructional Aide may be promoted to a classroom teaching position upon earning a credential

Nontraditional Occupation: No. Employers responding report that 87% of workers are female.

Turnover: High. The rate is 38.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers responding report they are unionized. Almost all employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Instructional Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 2,340 -- Very Large

Growth Projections:	New jobs through 2000:	345
	<u>Separations to 2000:</u>	162
	Total Openings:	507

Growth Trends: The new job growth rate for Instructional Aides is 14.7%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most businesses project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth over this period.

Employer Responses: 17 employers, representing 644 employees in this occupation, supplied data used in developing this occupational profile.

INSURANCE POLICY PROCESSING CLERKS**OES 533140**

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, cancelling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Please do not include Claims Clerks and Banking Insurance Clerks.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires have been engaged in college course work without having earned a degree. Few employers require receipt of insurance license prior to employment.

Experience: Many employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months of clerical, sales, customer service, reception, or other experience within the insurance industry.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	75%
Dental Insurance:	56%
Vision Insurance:	25%
Life Insurance:	63%
Paid Vacation:	100%
Paid Sick Leave:	81%
Retirement Plan:	13%

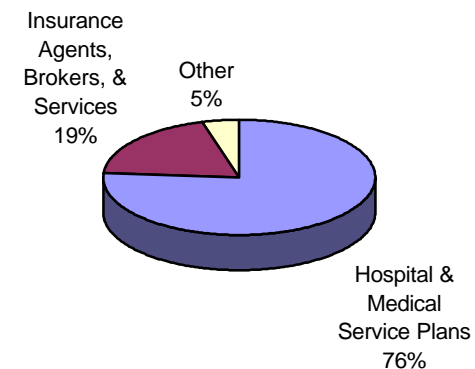
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Insurance Policy Processing Clerks work full-time, at an average of 39 hours per week. Some work part-time averaging 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.26 - \$9.21	\$6.40
New Hires, With Experience:	\$5.92 - \$13.00	\$8.00
After Three Years With Firm:	\$7.00 - \$15.00	\$10.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Record keeping skills
Alphabetic and numeric filing skills
Ability to interpret policy coverage
Ability to perform detailed clerical work
Understanding of insurance terminology
Customer service / Telephone answering skills
Ability to write effectively and legibly
Knowledge of medical terminology
Ability to type at least 45 wpm
Willingness to work with close supervision
Ability to work independently
Good sales skills
Emerging skills include increased emphasis on computer, especially in terms of word processing, spreadsheet, and database

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Insurance Policy Processing Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Representative, Policy Clerk, Policy Typist, Sales/Service Associate

Related DOT Code: 203.382-014, 209.687-018, 219.362-042, 219.362-050, 219.482-014

Career Ladders: May be promoted to office manager, account manager, or agent with proper licensing

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: Moderately High. The rate is 21.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 210 -- Large

Growth Projections:

New jobs through 2002:	10
<u>Separations to 2002:</u>	20
Total Openings:	30

Growth Trends: The new job growth rate for this occupation is 4.8%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Some expect employment to remain the same.

Employer Responses: 17 employers, representing 51 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

JANITORS AND CLEANERS -- EXCEPT MAIDS AND HOUSEKEEPING**OES 670050**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of needs for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require a high school diploma or equivalent prior to employment. All those surveyed report they do not require training, and few indicate a preference for prior training. However, almost all employers express that their firm will accept training as a substitute for experience.

Experience: Most employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 12 months of previous janitorial or related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	53%
Dental Insurance:	53%
Vision Insurance:	53%
Life Insurance:	20%
Paid Vacation:	47%
Paid Sick Leave:	53%
Retirement Plan:	47%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Janitors work full-time averaging 40 hours per week. Some work part-time at an average of 21 hours weekly; some "on-call" with widely varying hours.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 7.90	\$7.67 - 9.57	\$7.85
New Hires, With Experience:	\$5.75 - 8.43	\$8.48 - 10.77	\$8.48
After Three Years With Firm:	\$6.50 - 9.00	\$9.35 - 13.42	\$9.35

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Educational Services	30.9%
Business Services	16.3%
Health Services	6.7%
Eating Places	5.4%
Membership Organizations	4.7%
Real Estate	3.4%
Carpet & Upholstery Cleaning	3.0%
Social Services	2.3%
Department Stores	1.6%
Hotels & Motels	1.5%
Other	22.1%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to understand floor polishing equipment
Understanding of cleaning compounds and solutions
Brush painting skills
Lawn and garden care skills
Window washing skills
Pest extermination skills
Painting skills
Ceramic or floor tile repair skills
Carpentry skills
People skills
Ability to shampoo carpets
Possession of a valid driver's license
Lift at least 100 lbs. Repeatedly
Possession of a reliable vehicle
Ability to read and follow directions
Ability to work independently

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X

The Job Market for: **Janitors and Cleaners**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Very Competitive

Employer Responses: 15 employers, representing 150 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Custodian, Maintenance, Grounds Worker

Related DOT Code: 381.687-014, 382.664-010, 389.683-010, 381.687-026, 381.687-034, 389.687-014

Career Ladders: May be promoted to lead custodian, other maintenance or supervisor positions

Nontraditional Occupation: Yes. Employers responding report that 14% of workers are female.

Turnover: The rate is 27.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 850 -- Very Large

Growth Projections:

New jobs through 2002:	130
<u>Separations to 2002:</u>	130
Total Openings:	260

Growth Trends: The new job growth rate for this occupation is 15.3%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this this occupation to remain stable over the next two years.

Gender: Employers responding indicate 86% of workers are male, 14% are female.

LABORERS, LANDSCAPING AND GROUNDSKEEPING**OES 790410**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Few have pursued college level studies. Some employers report that training is usually required prior to employment, but most place an emphasis on previous work experience. Those requiring training seek candidates with an accredited certificate in horticulture.

Experience: Most employers report that they usually require work-related experience prior to employment. They tend to hire applicants with 6 - 30 months experience as a landscaper, groundskeeper, gardener, tree trimmer, pruner, laborer, or park maintenance worker.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	82%
Dental Insurance:	71%
Vision Insurance:	65%
Life Insurance:	47%
Paid Vacation:	82%
Paid Sick Leave:	59%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Laborers, Landscapers, and Groundskeepers work full-time, averaging 40 hours per week. A few work part-time or seasonally, at a weekly average of 30 hours and 40 hours, respectively.

	<u>Non-Union</u>	<u>Union</u>	<u>Non-Union</u>	<u>Union</u>
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$7.19	\$8.14 - \$12.64	\$6.00	\$9.93
New Hires, With Experience:	\$6.00 - \$8.50	\$9.21 - \$12.64	\$7.00	\$11.16
After Three Years With Firm:	\$7.00 - \$13.00	\$10.85 - \$14.60	\$9.63	\$12.32

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Landscape & Horticultural Services	41.00%
Real Estate	16.40%
Retail Nurseries & Garden Stores	9.80%
Flowers & Florists	8.20%
Amusement & Recreation Services	6.60%
Membership Organizations	4.10%
Social Services	3.80%
Health Services	3.50%
Other	6.60%

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of horticulture
Lawn and garden care skills
Pruning skills
Knowledge of gardening tools
Knowledge of pesticides and herbicides
Sprinkler installation and repair skills
Possession of a valid driver's license
Ability to lift at least 75 lbs. Repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Public contact skills
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Groundsman, Park Maintenance Technician, Landscape Maintenance Worker, Gardener

Related DOT Code: 406.687-010, 408.161-010, 408.687-014, 406.684-014

Career Ladders: May be promoted to crew leader, foreman, supervisor or manager positions

Nontraditional Occupation: Yes. Employers responding report that 6% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Many employers surveyed report they are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Landscapers and Groundskeepers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 320 -- Large

Growth Projections: New jobs through 2002: 60
Separations to 2002: 40
Total Openings: 100

Growth Trends: The new job growth rate for this occupation is 18.8%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate new growth.

Employer Responses: 19 employers, representing 155 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MAIDS AND HOUSEKEEPING CLEANERS**OES 670020**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. No employer surveyed indicates requiring training prior to employment.

Experience: Some employers report that they usually or always require work-related experience prior to employment. Employers tend to hire applicants with 6 - 12 months of prior housekeeping or custodial experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	64%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	57%

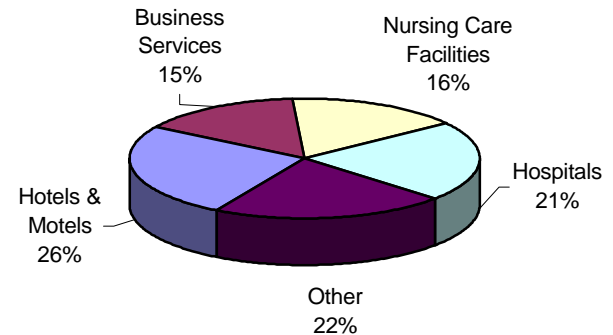
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Maids and Housekeeping Cleaners work full-time averaging 39 hours per week. Some work part-time at an average of 25 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$7.22	\$5.28	\$5.00
New Hires, With Experience:	\$5.00 - \$7.80	\$5.50	\$5.00
After Three Years With Firm:	\$5.12 - \$8.37	\$6.50	\$5.50

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate commercial laundry machines
Understanding of cleaning compounds and solutions
Ability to operate commercial vacuum cleaners
Ability to administer emergency first aid
Ability to stand for prolonged periods of time
Ability to lift at least 50 pounds repeatedly
Possession of a reliable vehicle
Willingness to work with close supervision
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Ability to operate a floor buffing machine

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Environmentalist, Housekeeper, Cleaning Technician

Related DOT Code: 323.687-014, 323.687-010, 323.687-018

Career Ladders: May be promoted to lead cleaner, clerk, nursing assistant, and supervisory positions.

Nontraditional Occupation: No. Employers responding report that 74% of workers are female.

Turnover: Moderately High. The rate is 24.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, the Employment Development Department, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Maids and Housekeeping Cleaners**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 424 -- Very Large

Growth Projections:	New jobs through 2000:	57
	<u>Separations to 2000:</u>	44
	Total Openings:	101

Growth Trends: The new job growth rate for Maids and Housekeeping Cleaners is 13.4%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 18 employers, representing 198 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

MAINTENANCE REPAIRERS -- GENERAL UTILITY**OES 851320**

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires possess a high school diploma or equivalent. Few have earned a college degree. Few employers require training prior to employment.

Experience: Almost all employers report that they require work-related experience. They tend to hire applicants with 6 - 36 months of experience in the following: construction, carpentry, electrical, mechanical, or HVAC.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	78%
Vision Insurance:	50%
Life Insurance:	56%
Paid Vacation:	94%
Paid Sick Leave:	72%
Retirement Plan:	78%

*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Maintenance Repairers work full-time, averaging 40 hours per week. Few work part-time, averaging 19 hours weekly.

	Non-Union	Union	Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - \$12.11	\$7.50 - \$11.43	\$6.78	\$9.71
New Hires, With Experience:	\$6.50 - \$14.98	\$9.00 - \$13.27	\$7.75	\$10.70
After Three Years With Firm:	\$7.50 - \$20.00	\$10.93 - \$16.09	\$11.50	\$11.50

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Educational Services	17.70%
Real Estate	14.90%
Government	10.00%
Health Services	7.10%
Amusement & Recreation Services	6.50%
Business Services	4.30%
Manufacturing	2.70%
Construction	2.40%
Eating Places	2.30%
Hotels & Motels	1.90%
Other	20.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read and follow instructions
Record keeping skills
Ability to read blueprints
Ability to operate power tools
Ability to repair and install heating and air conditioning systems
Ability to do cement work
Arc & gas welding skills
Painting skills
Carpentry skills
Electrical repair skills
Plumbing repair skills
Ability to lift at least 50 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Basic math skills
Ability to provide own hand tools

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Maintenance Repairers -- General Utility**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Plant Manager, Maintenance Technician, Maintenance Assistant, Operation Technician

Related DOT Code: 899.261-014, 899.381-010

Career Ladders: May be promoted to supervisory positions

Nontraditional Occupation: Yes. Employers responding report that 3% of workers are female.

Turnover: Moderate. The rate is 19.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Some employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 690 -- Very Large

Growth Projections: New jobs through 2002: 140
Separations to 2002: 110
Total Openings: 250

Growth Trends: The new job growth rate for this occupation is 20.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all businesses project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 21 employers, representing 87 employees is this occupation, supplied data used in developing the analysis of this occupational profile.

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS**OES 130110**

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers surveyed report they require at least a high school diploma or equivalent prior to employment. Many indicate they require a bachelor's degree. There is little emphasis placed on additional vocational or technical training for this occupation.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior sales, marketing, promotion, or advertising experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	93%
Dental Insurance:	60%
Vision Insurance:	40%
Life Insurance:	73%
Paid Vacation:	93%
Paid Sick Leave:	93%
Retirement Plan:	47%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: All Marketing, Advertising, & Public Relations managers surveyed work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$8.00 - 21.58	\$12.95
New Hires, With Experience:	\$9.50 - 23.97	\$14.38
After Three Years With Firm:	\$11.51 - 25.27	\$17.05

*Some firms indicate they pay commission or bonuses in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Photographic Studios, Portrait	10.9%
Automotive Dealers & Gas Stations	9.8%
Business Services	8.6%
Colleges & Universities	8.2%
Printing, Publishing & Allied Industries	6.7%
Department Stores	6.2%
Communication	5.8%
Social Services	4.0%
Gas & Other Service Combined	3.9%
Eating Places	3.9%
Hospitals	3.5%
Other	28.50%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to manage an activity or department
Supervisory skills
Ability to analyze and use market research data and reports
Understanding of labor relations practices
Media advertising sales skills
Telephone sales techniques skills
Ability to write effectively and legibly
Ability to meet sales & other deadlines
Ability to maintain good customer relationships
Ability to manage unexpected situations or circumstances
Ability to manage multiple priorities
Willingness to travel
Excellent interpersonal skills
Ability to organize work and pay attention to detail
Word processing, spreadsheet, database, and desktop publishing skills
Emerging skills include increased familiarity with Internet/web page design

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: In-house promotion or transfer, current employee referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Marketing, Advertising & Public Relations Mgrs.**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 15 employers, representing 18 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: General Sales Manager, Promotions Director, Product Manager, Marketing Coordinator

Related DOT Code: 141.137-010, 163.117-018, 163.117-022, 163.167-010, 163.167-018, 164.117-010, 164.117-018

Career Ladders: May be promoted to sales account executive, national sales manager, sales director, vice president, or other management positions

Nontraditional Occupation: No. Employers responding report that 44% of workers are female.

Turnover: The rate is 11.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 220 -- Large

Growth Projections: New jobs through 2002: 40
Separations to 2002: 30
Total Openings: 70

Growth Trends: The new job growth rate for this occupation is 18.2%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all employers project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 56% of workers are male, 44% are female.

MEDICAL ASSISTANTS**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have earned either a bachelor's degree or an associate's degree. Some employers indicate they require training prior to employment, while most will train on the job. Medical assistants are not licensed, certified, or registered by the state, but training for medical assistants is regulated by the state. The work site must have documentation of their completion of training as required by law and regulations.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 18 months experience in a medical-related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	87%
Dental Insurance:	67%
Vision Insurance:	33%
Life Insurance:	33%
Paid Vacation:	100%
Paid Sick Leave:	93%
Retirement Plan:	67%

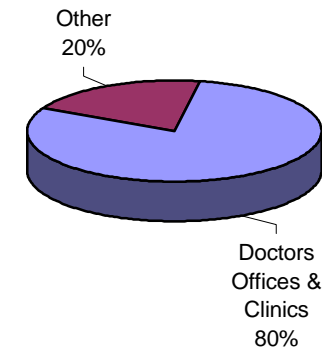
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many employers report that Medical Assistants work full-time at an average of 39 hours per week. Some work part-time averaging 21 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$9.00	\$7.00
New Hires, With Experience:	\$6.50 - \$10.50	\$8.50
After Three Years With Firm:	\$7.50 - \$14.00	\$10.00

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain medical insurance forms
Ability to transcribe medical records and reports
Ability to administer an electro-cardiograph (EKG) test
Ability to administer injections
Ability to apply sterilization techniques
Blood drawing skills
Understanding of inventory techniques
Ability to follow billing and insurance procedures
Ability to use word processing software
Ability to write effectively
Knowledge of medical terminology
Knowledge of CPT codes & international diagnostic codes
Ability to handle crisis situations
Willingness to work with close supervision
Emerging skills include an increased knowledge of computers

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Medical Assistant,
Ophthalmic Assistant

Related DOT Code: 079.362-010

Career Ladders: May be promoted to office manager

Nontraditional Occupation: No. Employers responding report that 92% of workers are female.

Turnover: Moderately High. The rate is 25% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Medical Assistants**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 201 -- Large

Growth Projections:	New jobs through 2000:	42
	<u>Separations to 2000:</u>	19
	Total Openings:	61

Growth Trends: The new job growth rate for Medical Assistants is 20.9%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 15 employers, representing 52 employees in this occupation, supplied the data used in developing this occupational profile.

MEDICAL RECORDS TECHNICIAN**OES 329110**

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Few have earned an associate's degree. Some employers responding indicate they require training prior to employment. This may take the form of learning applicable skills through medical training courses.

Experience: Most employers report that they sometimes require work-related experience. They tend to hire applicants with 6 - 36 months of record filing experience in an office environment. Many employers indicate that they usually accept training in lieu of experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	95%
Dental Insurance:	80%
Vision Insurance:	55%
Life Insurance:	85%
Paid Vacation:	95%
Paid Sick Leave:	85%
Retirement Plan:	75%

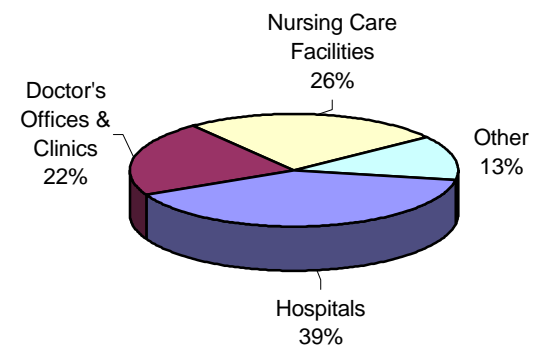
*Percentage is based on 20 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Medical Records Technicians work full-time for an average of 40 hours per week. Some work part-time, averaging 18 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$10.75	\$6.00
New Hires, With Experience:	\$5.35 - \$10.75	\$7.00
After Three Years With Firm:	\$5.50 - \$26.00	\$8.00

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of physiology
Knowledge of anatomy
Ability to transcribe medical records and reports
Ability to follow medical records control procedures
Knowledge of disease processes
Alphabetic and numeric filing skills
Understanding of medicare rules and regulations
Ability to write effectively and legibly
Knowledge of medical terminology
Analytical skills
Ability to type at least 45 words per minute
Willingness to work with close supervision
Ability to pay attention to detail
Ability to work under pressure
Emerging skills include an increased knowledge of computers and use of medical software; word processing and database skills are desirable

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Records Clerk, Office Records Supervisor, Medical Records File Clerk, Receptionist

Related DOT Code: 079.362-014, 245.362-010, 245.362-014

Career Ladders: May be promoted to receptionist, medical insurance biller, medical assistant, or various office positions

Nontraditional Occupation: No. Employers responding report that 95% of workers are female.

Turnover: Moderately High. The rate is 23.8% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Medical Records Technicians**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 44 -- Small

Growth Projections:	New jobs through 2000:	11
	<u>Separations to 2000:</u>	4
	Total Openings:	15

Growth Trends: The new job growth rate for this occupation is 25.0%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 20 employers, representing 42 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MEDICINE AND HEALTH SERVICE MANAGERS**OES 150080**

Medicine and Health Service Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require an associate or bachelor's degree prior to employment; a few require a graduate degree. Many employers indicate they require or prefer additional technical or vocational training prior to hire. Some of the following have been indicated: background in psychology, social work, registered nursing, business, computers.

Experience: All employers surveyed report that they require or prefer work-related experience prior to employment. They tend to hire applicants with 12 - 60 months of experience working within the health industry, and possessing general business management skills.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	59%
Life Insurance:	76%
Paid Vacation:	94%
Paid Sick Leave:	94%
Retirement Plan:	88%

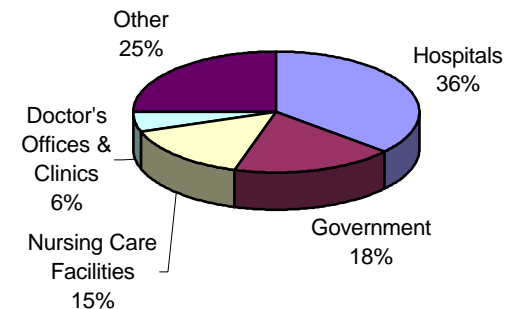
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Medicine & Health Service Managers work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$10.00 - 16.65	\$12.71
New Hires, With Experience:	\$10.00 - \$38.36	\$16.50
After Three Years With Firm:	\$10.36 - \$30.68	\$19.18

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to follow medical records control procedures
Ability to keep abreast of most recent state & federal regulations
Infection control skills
Ability to interpret policy coverage
Understanding of health insurance
Knowledge of preventing, eradicating, and controlling diseases
Understanding of health department regulations
Ability to write effectively and legibly
Ability to apply inventory control methods
Willingness to work irregular hours
Negotiation skills
Conceptual & analytical skills
Oral communication skills
Business administration skills / knowledge of contracting
Spreadsheet, word processing, and database skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrator, Medical Director, Medical Offices Manager, Practice Manager, Center Director

Related DOT Code: 075.117-014, 075.117-022, 187.117-010, 079.167-014

Career Ladders: May be promoted to a director, clinic coordinator, or other administrative position

Nontraditional Occupation: No. Employers responding report that 84% of workers are female.

Turnover: Among employers surveyed, the rate is 14.3% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used to recruit new employees include: newspaper ads, private employment agencies, colleges/universities, in-house promotion, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Medicine & Health Service Managers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 49 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 150 -- Medium

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	20
Total Openings:	50

Growth Trends: The new job growth rate for Medicine & Health Service Managers is 20.0%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 18.7%. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 16% of workers are male, 84% are female.

NURSE AIDES**OES 660080**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many employers report they require a high school diploma or equivalent. A few indicate they require an associate's degree prior to hire. State certification as a nurse aide requires 100 hours of supervised clinical training and 50 hours of classroom training. Almost all employers surveyed report they require or prefer certification.

Experience: Almost all employers report that they require or prefer work-related experience. They indicate a preference for those with 3 - 12 months of prior nursing aide, home health aide, or related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	88%
Dental Insurance:	76%
Vision Insurance:	47%
Life Insurance:	65%
Paid Vacation:	82%
Paid Sick Leave:	71%
Retirement Plan:	47%

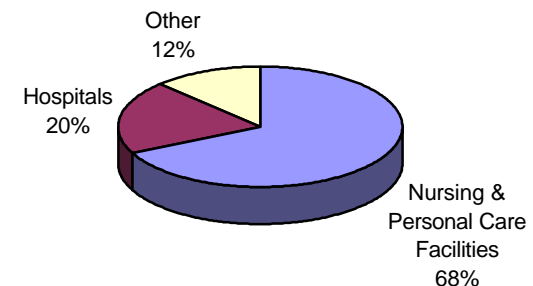
*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Nurse Aides work full-time averaging 38 hours per week. Some work part-time at an average of 22 hours weekly. A few work "on-call" at an average of 16 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$8.71	\$6.25
New Hires, With Experience:	\$5.75 - \$8.71	\$6.88
After Three Years With Firm:	\$6.99 - \$10.00	\$7.60

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to provide personal services to patients
Ability to exercise compassion, care, and empathy
Knowledge of orthopedic care
Understanding of asepsis
Ability to administer emergency first aid and CPR
Ability to apply dressings and compresses
Ability to apply transferring techniques moving patients
Knowledge of surgical preparation procedures
Post surgical care skills
Possession of nurses aid certification is desirable
Ability to handle crisis situations
Record keeping skills
Willingness to work with close supervision
Ability to work independently
Ability to read and follow instructions
Oral communication skills / people skills

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Nurse Aides**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 773 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Nurse Aide, Certified Nursing Assistant, Personal Care Attendant

Related DOT Code: 354.374-010, 354.377-010, 354.677-010, 355.674-014, 355.674-018

Career Ladders: May be promoted to medical records clerk or other clerical positions; to facilities supervisor or restorative aide; to LVN or RN by meeting additional education requirements

Nontraditional Occupation: No. Employers responding report that 90% of workers are female.

Turnover: Among employers surveyed, the rate is 56.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 920 -- Very Large

Growth Projections:

New jobs through 2002:	210
<u>Separations to 2002:</u>	100
Total Openings:	310

Growth Trends: The new job growth rate for this occupation is 22.8%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate growth.

Gender: Employers responding indicate 10% of workers are male, 90% are female.

PHARMACY TECHNICIANS**OES 325181**

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires have been engaged in college course work without having earned a degree. Some possess a bachelor's degree. The state of California requires pharmacy technicians to be registered. Candidates must complete 1,500 hours of experiential work under a retail pharmacist, or one year and a minimum of 1,500 hours of supervised experience under a hospital pharmacist.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 12 months of experience as a pharmacy technician.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	50%
Paid Vacation:	94%
Paid Sick Leave:	88%
Retirement Plan:	81%

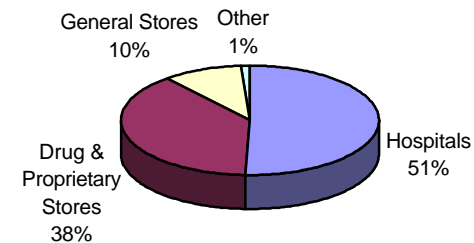
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Pharmacy Technicians work full-time, averaging 40 hours per week. Some work part-time at an average of 27 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$5.00 - \$11.95	\$5.00 - \$11.05	\$6.00	\$7.37
New Hires, With Experience:	\$6.00 - \$12.96	\$7.00 - \$11.05	\$9.00	\$9.25
After Three Years With Firm:	\$7.50 - \$14.25	\$11.25 - \$12.75	\$11.23	\$11.88

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of chemical compounds
Ability to complete and explain insurance forms
Ability to calculate weights and measurements
Ability to apply sterilization techniques
Ability to measure and calculate using metrics
Ability to accurately record and report information
Ability to write effectively
Ability to follow government regulations and reporting requirements
Willingness to work with close supervision
Ability to pay attention to detail
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills
Emerging skills include increased computer literacy and ability to keep abreast of pharmacy software

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Pharmacy Technician,
General Merchandising Clerk

Related DOT Code: 074.382-010

Career Ladders: May be promoted to senior technician,
management position, or to pharmacist with degree & licensing

Nontraditional Occupation: No. Employers responding
report that 81% of workers are female.

Turnover: Moderately Low. The rate is 9.3% for employees
in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they
are unionized. Of those surveyed, some employees belong to
a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit
new employees include: newspaper ads, current employee referrals,
unsolicited applicants, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Pharmacy Technicians**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 68 -- Small

Growth Projections: New jobs through 2000: 13
Separations to 2000: 6
Total Openings: 19

Growth Trends: The new job growth rate for this occupation
is 19.1%, which is growing faster than the average new job
growth rate of 15.6% for all occupations in the county. Most
employers responding project their firms employment in this
occupation to remain stable over the next three years. Some
expect new growth.

Employer Responses: 17 employers, representing 54
employees in this occupation, supplied data used in developing
the analysis of this occupational profile.

PHYSICAL THERAPISTS**OES 323080**

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity or crippling.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers responding indicate they require at least a bachelor's degree prior to hiring an applicant for this occupation. Additionally, graduation from a committee-approved school of physical therapy is required by the State of California. Private practice physical therapy requires certification to perform outpatient medicare services.

Experience: Almost all employers report that they require or prefer work-related experience. They tend to hire applicants with 12 - 24 months of experience as a physical therapist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	71%
Dental Insurance:	50%
Vision Insurance:	36%
Life Insurance:	71%
Paid Vacation:	79%
Paid Sick Leave:	79%
Retirement Plan:	71%

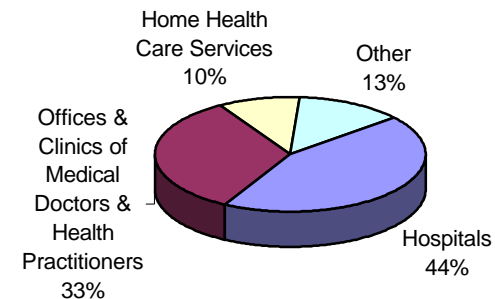
*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Physical Therapists work full-time averaging 40 hours per week. Some work part-time at an average of 20 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$18.00 - \$28.00	\$23.48
New Hires, With Experience:	\$20.00 - \$36.63	\$26.94
After Three Years With Firm:	\$21.00 - \$39.03	\$30.98

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of geriatrics
Knowledge of pediatrics
Knowledge of sports medicine
Knowledge of cardiac rehabilitation
Ability to provide safe and effective provisions of therapy
Problem solving skills
Manual dexterity
Possession of mechanical aptitude
Ability to write effectively and legibly
Knowledge of the ways in which health care systems work is desirable
Willingness to work with close supervision
Ability to work as part of a team
Ability to work independently
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Staff Physical Therapist

Related DOT Code: 076.121-014

Career Ladders: May be promoted to director or regional consultant

Nontraditional Occupation: No. Employers responding report that 46% of workers are female.

Turnover: Among employers surveyed, the rate is 11.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges/universities, current employee referrals, school or program referrals, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Physical Therapists**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 14 employers, representing 54 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 90 -- Small

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	10
Total Openings:	40

Growth Trends: The new job growth rate for Physical Therapists is 33.3%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 54% of workers are male, 46% are female.

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS**OES 875020**

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report that they require a high school diploma or equivalent prior to employment. Most indicate they do not require or prefer technical or vocational training. However, most express that their firm will accept plumbing training as a substitute for work experience.

Experience: All employers surveyed report that they require or prefer work-related experience. They tend to hire applicants with 12 - 36 months of prior plumbing experience. They also express a strong preference for those with proven mechanical aptitude.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	73%
Dental Insurance:	20%
Vision Insurance:	20%
Life Insurance:	27%
Paid Vacation:	67%
Paid Sick Leave:	27%
Retirement Plan:	20%

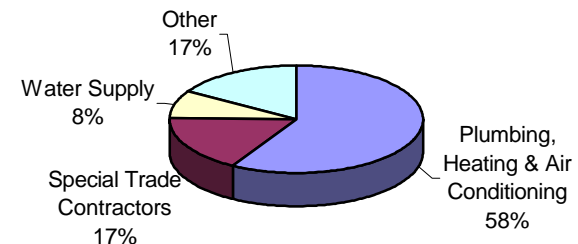
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Plumbers, Pipefitters, and Steamfitters work full-time at an average of 40 hours per week. A few work seasonally at 40 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.00 - 13.82	\$7.25
New Hires, With Experience:	\$7.19 - 13.82	\$10.50
After Three Years With Firm:	\$13.00 - 20.00	\$16.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to read blueprints and follow instructions
Ability to use hand tools -- mechanical aptitude
Cost estimating skills
Pipefitting skills
Arc welding skills
Gas welding skills
Soldering skills
Understanding of building codes
Possession of a valid driver's license
Ability to lift at least 50 lbs.
Ability to provide own hand tools
Possession of a reliable vehicle
Public contact skills
Ability to work independently
Basic math skills
Able to present a clean appearance

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, walk-in applicants, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		

The Job Market for: **Plumbers, Pipefitters, and Steamfitters**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 15 employers, representing 59 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Utility Worker, Apprentice Plumber, Journeyman Plumber, Plumbing Technician, Service Technician

Related DOT Code: 862.261-010, 862.281-022, 862.381-030, 862.381-034, 862.681-010, 862.281-026

Career Ladders: May be promoted from apprentice plumber to journey level; may be promoted to superintendent, foreman, lead plumber, or estimator

Nontraditional Occupation: Yes. Employers responding report that 3% of workers are female.

Turnover: The rate is 8.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report their employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 110 -- Medium

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	20
Total Openings:	60

Growth Trends: The new job growth rate for this occupation is 36.4%, which is growing much faster than the average job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth over this same period.

Gender: Employers responding indicate 97% of workers are male, 3% are female.

POLICE PATROL OFFICERS**OES 630140**

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires have been engaged in college course work without having earned a degree. Employers indicate that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy.

Experience: Employers report that prior work-related experience is not a prerequisite for employment.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

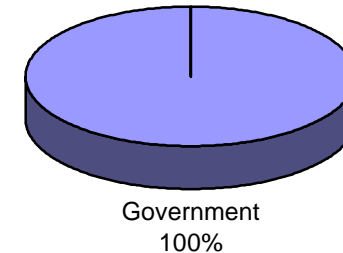
*Percentage is based on 3 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers report that all police patrol officers work full-time averaging 40 hours per week.

<u>*Wages:</u>	<u>Union Range</u>	<u>Union Median</u>
New Hires, No Experience:	\$11.97 - \$14.36	\$13.34
New Hires, With Experience:	\$11.97 - \$14.36	\$14.01
After Three Years With Firm:	\$13.86 - \$17.47	\$14.01

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of city, county, and state laws, ordinances, and statutes pertaining to law enforcement
Knowledge of the principles and practices of law enforcement, including patrol, crime prevention, investigation, custody, and identification
Knowledge of courtroom procedures and legal practices
Knowledge of departmental rules and regulations
Ability to physically pursue and capture wanted persons
Ability to react quickly and calmly to emergency situations, isolate and analyze problem causes, and take appropriate action
Ability to learn standard police radio procedures and codes
Ability to observe and recall detailed information, names, faces, and facts
Ability to properly use and care for firearms
Ability to establish and maintain effective work relationships
Ability to read, interpret, and understand laws, rules, and other written materials effectively
Must be of good moral character, and have no record of felony convictions

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	
No Difficulty		X

The Job Market for: **Police Patrol Officers**
Experienced applicants: Competitive
Inexperienced applicants: Very Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Police Officer

Related DOT Code: 375.263-014, 375.267-038

Career Ladders: May be promoted to sergeant, detective, or lieutenant

Nontraditional Occupation: Yes. Employers responding report that 12% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.1% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report they are unionized. Employers surveyed indicate that all employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 142 -- Medium

Growth Projections:	New jobs through 2000:	14
	<u>Separations to 2000:</u>	35
	Total Openings:	49

Growth Trends: The new job growth rate for this occupation is 9.9%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 3 employers, representing 99 employees in this occupation, supplied data used in developing the analysis of this occupational profile. Information provided by these employers is available to the general public and may be obtained through respective city personnel departments.

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS**OES 150110**

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales, and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Please do not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires have been engaged in college course work without having earned a degree. Few employers indicate that training is required prior to employment, but report a preference for previous experience. Employers place an emphasis in the area of "on-the-job" training under the direction of a property management supervisor.

Experience: Most employers report that they usually require work experience. They tend to hire applicants with 6 - 48 months of experience in real estate, property, or resident management.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	73%
Dental Insurance:	45%
Vision Insurance:	36%
Life Insurance:	55%
Paid Vacation:	100%
Paid Sick Leave:	82%
Retirement Plan:	55%

*Percentage is based on 11 employers responding to this particular question.

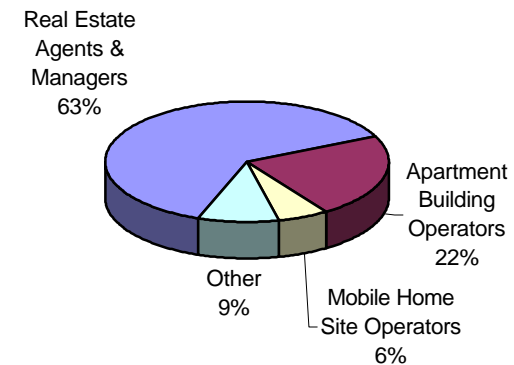
HOURS AND WAGES

Hours: Most Property And Real Estate Managers work full-time, averaging 41 hours per week. Some work part-time, at an average of 11 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$6.96 - \$12.01	\$8.96
New Hires, With Experience:	\$8.80 - \$16.88	\$10.69
After Three Years With Firm:	\$8.80 - \$18.22	\$11.99

*Due to broad occupational definition, which includes resident managers, almost all "on-site" property managers receive free housing allowance, which is calculated into the wage information.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain financial records
Ability to manage an activity or department
Ability to plan and organize the work of others
Ability to prepare and arrange sales contracts
Ability to handle credit and collections
Knowledge of escrow and title functions
Ability to hire and assign personnel
Ability to negotiate property leases
Carpentry skills
Ability to work independently
Ability to write effectively and legibly
Problem solving skills
Public contact / Oral communication skills
Emerging skills place an increased emphasis on computer knowledge, primarily in terms of word processing and spreadsheet software

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Property And Real Estate Managers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Resident Manager, Manager

Related DOT Code: 186.167-018, 186.167-038, 186.167-046, 191.117-050, 186.117-046, 186.167-066

Career Ladders: May be promoted to regional manager

Nontraditional Occupation: No. Employers responding report that 49% of workers are female.

Turnover: Moderately High. The rate is 21.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 130 -- Medium

Growth Projections: New jobs through 2002: 20
Separations to 2002: 20
Total Openings: 40

Growth Trends: The new job growth rate for this occupation is 15.4%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 15 employers, representing 37 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RADIOLOGIC TECHNOLOGISTS -- DIAGNOSTIC**OES 329210**

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent new hires possess an associate's degree. Employers report that certification in this occupation is required by the state of California. Completion of an approved 2-year academic program, including 1,850 hours of supervised clinical experience is considered mandatory training.

Experience: Almost all firms report that they usually require work-related experience. Employers tend to hire applicants with 6 - 24 months experience as a radiologic technologist.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	52%
Life Insurance:	82%
Paid Vacation:	100%
Paid Sick Leave:	82%
Retirement Plan:	100%

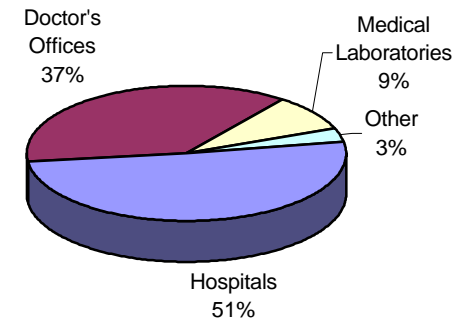
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Diagnostic Radiologic Technologists work full-time, averaging 40 hours per week. Some work part-time, at an average of 26 hours weekly. Few work as temporary help, or "on call", averaging 13 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.00 - \$14.63	\$13.00
New Hires, With Experience:	\$9.50 - \$15.80	\$13.18
After Three Years With Firm:	\$11.00 - \$16.48	\$15.78

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use film developing equipment
Ability to follow fluoroscopic imaging procedures
Ability to administer magnetic resonance imaging
Ultrasound scanning skills
CT scanning skills
Ability to follow safe equipment operating practices
Ability to apply transferring techniques moving patients
Ability to take vital signs
Registered with American Association of Radiologic Technologists (AARP)
Possession of California CRT certificate
Knowledge of medical terminology
Ability to stand continuously for 2 or more hours
Ability to write effectively
Record keeping skills
Ability to work under pressure
Emerging skills include increased use of digital technology

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: X-Ray Technician, Diagnostic Technician, X-Ray Technologist

Related DOT Code: 078.362-026

Career Ladders: May be promoted to supervisory position

Nontraditional Occupation: No. Employers responding report that 59% of workers are female.

Turnover: Very Low. The rate is 2.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Diagnostic Radiologic Technologists**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 145 -- Medium

Growth Projections:

New jobs through 2000:	38
<u>Separations to 2000:</u>	16
Total Openings:	54

Growth Trends: The new job growth rate for Diagnostic Radiologic Technologists is 26.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some employers expect new growth.

Employer Responses: 11 employers, representing 104 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

RECEPTIONISTS AND INFORMATION CLERKS**OES 553050**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Few employers require training prior to employment, but indicate a preference for work experience. Those that do, seek candidates with basic computer and general office training.

Experience: Most employers report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months in various aspects of office experience. These include the following: receptionist, administrative assistant, dental office, secretary, clerk typist, or customer service.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	90%
Dental Insurance:	57%
Vision Insurance:	48%
Life Insurance:	62%
Paid Vacation:	100%
Paid Sick Leave:	90%
Retirement Plan:	76%

*Percentage is based on 21 employers responding to this particular question.

HOURS AND WAGES

Hours: Most Receptionists work full-time averaging 40 hours per week. Few work part-time, at an average of 21 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.88 - \$9.53	\$7.00	\$9.37
New Hires, With Experience:	\$5.88 - \$10.21	\$8.00	\$9.78
After Three Years With Firm:	\$6.82 - \$12.08	\$9.00	\$11.83

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Personal & Business Services	27.00%
Colleges & Universities	18.40%
Health Services	17.80%
Insurance & Real Estate	4.00%
Veterinary Services	3.10%
Legal Services	2.30%
Social Services	2.10%
Local Government	1.40%
Accounting, Auditing, & Bookkeeping	1.30%
Physical Fitness Facilities	1.30%
Other	21.30%

QUALIFICATIONS

Employers rated the following qualifications very important:

Alphabetic and numeric filing skills
Bookkeeping skills / Some accounting skills desirable
Ability to operate an enhanced communication system (voice mail, paging)
Telephone answering skills / Oral communication skills
Ability to write effectively and legibly
Ability to type at least 45 wpm
Willingness to work with close supervision
Customer service skills / Public contact skills
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Strong emphasis placed on increased computer skills, especially in terms of word processing, data base, spreadsheet, and keeping apprised of new software packages

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and private employment agencies.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for: **Receptionists And Information Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrative Assistant, Front Office Receptionist, Customer Service Representative, Office Assistant

Related DOT Code: 237.367-010, 237.367-018, 237.367-022, 237.367-038, 237.367-042, 237.367-046

Career Ladders: May be promoted to billing clerk, payroll, bookkeeper, secretary, sales assistant, or office manager

Nontraditional Occupation: No. Employers responding report that 97% of workers are female.

Turnover: High. The rate is 41.2% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,010 -- Very Large

Growth Projections:

New jobs through 2002:	260
<u>Separations to 2002:</u>	170
Total Openings:	430

Growth Trends: The new job growth rate for this occupation is 25.7%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some anticipate growth over this period.

Employer Responses: 23 employers, representing 102 employees in this occupation, supplied data used in developing this occupational profile.

REGISTERED NURSES**OES 325020**

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent hires have earned either a bachelor's degree or an associate's degree. Prior to practicing as a registered nurse, the State of California requires candidates to be graduates of an accredited school of professional nursing, followed by licensing. Persons interested in becoming a registered nurse should seek full details by contacting the California Board of Registered Nursing.

Experience: Almost all employers usually or always require work-related experience. They tend to hire applicants with 12 - 24 months of previous experience in nursing.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	67%
Life Insurance:	87%
Paid Vacation:	93%
Paid Sick Leave:	93%
Retirement Plan:	80%

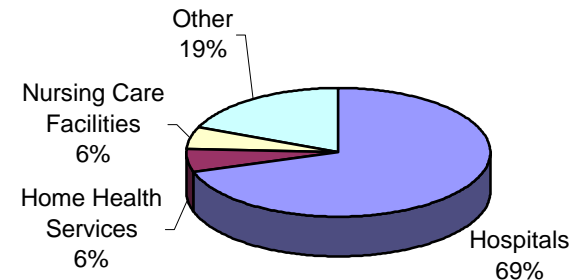
*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Registered Nurses work full-time for an average of 40 hours per week. Some work part-time, averaging 25 hours weekly.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$10.40 - \$18.00	\$14.42 - \$16.26	\$15.46	\$15.34
New Hires, With Experience:	\$12.00 - \$25.00	\$14.42 - \$17.54	\$16.63	\$15.98
After Three Years With Firm:	\$13.50 - \$27.00	\$15.05 - \$18.17	\$18.75	\$16.61

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to complete and explain insurance forms
Ability to plan and organize the work of others
Ability to monitor and provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Record keeping skills
Intensive care treatment skills
Ability to apply transferring techniques moving patients
Ability to write effectively and legibly
Keeping apprised of new and effective drugs in use
Manipulation of intrathecal catheters
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Public contact / Oral communication skills
Emerging skills place an emphasis on computer literacy

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Registered Nurses**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Surgical Nurse, RN Charge Nurse, Administrative Nurse, School Nurse

Related DOT Code: 075.364-010, 075.124-010, 075.124-014, 075.137-014, 075.374-014, 075.374-018, 075.167-010

Career Ladders: May be promoted to a director of nursing staff, coordinator of clinic, charge nurse of specialty unit, or other administrative positions

Nontraditional Occupation: No. Employers responding report that 76% or workers are female.

Turnover: Moderately Low. The rate is 8.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of firms surveyed, some employees belong to a union

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 1,620 -- Very Large

Growth Projections:

New jobs through 2002:	370
<u>Separations to 2002:</u>	170
Total Openings:	540

Growth Trends: The new job growth rate for this occupation is 22.8%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 16 employers, representing 734 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SALESPERSONS -- PARTS**OES 490140**

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damages part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Please do not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All recent new hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. No employer surveyed indicates requiring training prior to employment.

Experience: Many employers report that they usually require work-related experience prior to employment. Employers tend to hire applicants with 6 - 48 months experience in the following: parts counter sales, inventory control, shipping & receiving, mechanics, customer service, other sales experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	95%
Dental Insurance:	74%
Vision Insurance:	47%
Life Insurance:	63%
Paid Vacation:	95%
Paid Sick Leave:	42%
Retirement Plan:	63%

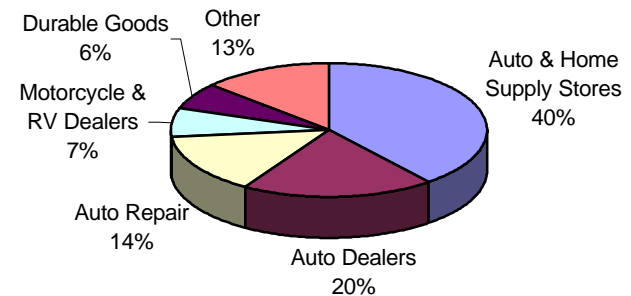
*Percentage is based on 19 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Parts Salespersons work full-time, averaging 40 hours per week. A few work part-time, at an average of 19 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$13.00	\$6.75	\$9.00
New Hires, With Experience:	\$6.00 - \$14.50	\$8.63	\$12.00
After Three Years With Firm:	\$7.00 - \$20.17	\$11.00	\$16.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply sales techniques
Cash handling skills
Understanding of inventory techniques / bar coding
Ability to operate a cash register
Telephone answering skills / Oral communication skills
Ability to lift at least 50 lbs. repeatedly
Possession of mechanical aptitude
Willingness to work with close supervision
Ability to work independently
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Emerging skills include an increased knowledge of computers, especially in terms of point-of-sale computers and databases

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and private employment agencies

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Salespersons -- Parts**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Counter Salesperson, Parts Counter Person, Salesperson, Parts Advisor, Sales Associate

Related DOT Code: 279.357-062, 277.357-050

Career Ladders: May be promoted to sales manager, service manager, service writer, inside or outside field sales positions

Nontraditional Occupation: Yes. Employers responding report that 11% of workers are female.

Turnover: Moderately High. The rate is 23.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 200 -- Large

Growth Projections:

New jobs through 2002:	30
<u>Separations to 2002:</u>	50
Total Openings:	80

Growth Trends: The new job growth rate for this occupation is 15.0%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next three years. Many expect employment to remain stable over this time period.

Employer Responses: 19 employers, representing 55 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SALES REPRESENTATIVES -- EXCEPT SCIENTIFIC AND RELATED**OES 490080**

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report they require at least a high school diploma or equivalent prior to hiring in this occupation. Some indicate they require an associate or bachelor's degree. Some express they do not require technical or vocational training prior to employment. Few employers will accept training as a substitute for experience, as a large emphasis is placed on previous sales experience.

Experience: All employers surveyed report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 12 - 36 months of proven sales experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	75%
Paid Vacation:	100%
Paid Sick Leave:	88%
Retirement Plan:	81%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Employers responding report that all Sales Representatives work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 11.97	\$8.46
New Hires, With Experience:	\$5.75 - 19.18	\$11.51
After Three Years With Firm:	\$7.67 - 28.77	\$14.38

*Almost all employers report that employees earn commission in addition to these wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Wholesale Trade -- Durable Goods	25.1%
Wholesale Trade -- Nondurable Goods	15.5%
Food & Kindred Products	4.8%
Lumber & Other Building Materials	4.8%
Industrial & Commercial Machinery	4.3%
Miscellaneous Retail Establishments	3.8%
Help Supply Services	3.4%
Paints & Allied Products	2.5%
Business Services	1.8%
Carpentry Work	1.6%
Other	32.4%

QUALIFICATIONS

Employers rated the following qualifications very important:

Business math skills
Ability to maintain and expand customer contacts
Ability to apply sales techniques
Record keeping skills
Ability to prepare and arrange sales contracts
Understanding of inventory techniques
Ability to possess a broad knowledge of pertinent industry
Verbal presentation skills
Ability to write effectively and legibly
Ability to demonstrate knowledge of specific products
Possession of a reliable vehicle
Willingness to travel
Ability to work independently
Exceptional customer skills
Report writing skills
Possession of a valid driver's license

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: newspaper ads, current employee referrals, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Sales Representatives -- Except Scientific**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 16 employers, representing 81 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Sales Manager, Sales Executive, Account Executive, Account Representative, Outside Sales Representative

Related DOT Code: 260.357-014, 261.357-034, 261.357-038, 274.357-014, 274.357-062, 275.357-034, 279.357-014

Career Ladders: May be promoted to sales manager, account manager, route manager, field sales representative

Nontraditional Occupation: Yes. Employers responding report that 20% of workers are female.

Turnover: The rate is 9.9% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding report no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 500 -- Very Large

Growth Projections:

New jobs through 2002:	60
<u>Separations to 2002:</u>	90
Total Openings:	150

Growth Trends: The new job growth rate for this occupation is 12.0%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to grow over the next two years. Many expect employment to remain stable over this period.

Gender: Employers responding indicate 80% of workers are male, 20% are female.

SECRETARIES, LEGAL**OES 551020**

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires have been engaged in college course work. Many have earned an associate's or bachelor's degree. Some employers indicate they require certification or training prior to employment. This may take the form of a legal / paralegal certificate, typing certificate at 65 words per minute, or training in legal forms and pleadings. Almost all employers seek word processing skills in candidates.

Experience: All employers report that they usually or always require work-related experience prior to employment. They tend to hire applicants with 12 - 36 months experience as a secretary, paralegal, or office clerk.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	65%
Dental Insurance:	40%
Vision Insurance:	20%
Life Insurance:	40%
Paid Vacation:	90%
Paid Sick Leave:	85%
Retirement Plan:	50%

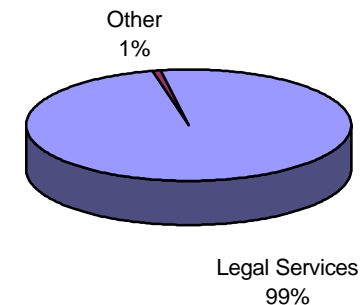
*Percentage is based on 20 employers responding to this particular question.

HOURS AND WAGES

Hours: Most legal secretaries work full-time, averaging 38 hours per week. Some work part-time, at an average of 24 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.75 - \$10.23	\$8.00	\$8.31
New Hires, With Experience:	\$7.50 - \$13.54	\$9.86	\$9.07
After Three Years With Firm:	\$9.65 - \$17.26	\$12.00	\$10.34

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Understanding of court proceedings
Ability to follow law office methods and procedures
Record keeping skills
Alphabetic and numeric filing skills
Proofreading skills
Ability to follow billing procedures
Ability to use word processing & spreadsheet software
Understanding of legal terms
Telephone answering skills
Ability to write effectively
Ability to maintain an appointment calendar
Ability to perform legal writing & research
Ability to type at least 60 wpm
Willingness to work with close supervision
Increased computer literacy
Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Paralegal, Legal Assistant

Related DOT Code: 201.362-010

Career Ladders: May be promoted to senior legal secretary or lawyer intern

Nontraditional Occupation: No. Employers responding report that 96% of workers are female.

Turnover: Moderately High. The rate is 24.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Legal Secretaries**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 84 -- Medium

Growth Projections:	New jobs through 2000:	22
	<u>Separations to 2000:</u>	14
	Total Openings:	36

Growth Trends: The new job growth rate for Legal Secretaries is 26.2%, which is growing much faster than the average rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some employers project growth over this period.

Employer Responses: 22 employers, representing 53 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

SHERIFFS AND DEPUTY SHERIFFS**OES 630320**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Please do not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Butte County reports that potential candidates for hire must possess a high school diploma or equivalent. The county indicates that candidates must graduate from and be certified by a valid Peace Officer Standards and Training (POST) basic academy within the last three years. Possession of valid first aid and CPR certificates are required during probationary period.

Experience: The county reports that prior work-related experience is not a requirement for this occupation. Proper police academy training (POST) will substitute for prior work experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS**Full-Time**

Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	100%

*Percentage is based on 1 employer responding to this particular question.

HOURS AND WAGES

Hours: Butte County reports that all employees in this occupation work full-time averaging 40 hours per week.

***Wages:**

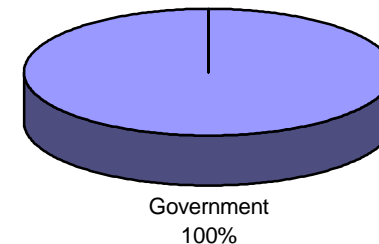
New Hires, No Experience: \$13.33

New Hires, With Experience: \$14.67

After Three Years With Firm: \$16.20

Note: "Range" and "Median" wages are not separated since sample consists of one employer.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Demonstration of keen powers of observation and memory
Ability to secure information from witnesses and suspects
Ability to make independent decisions while working in the field
Ability to analyze situations accurately and adopt effective course of action
Ability to interpret, explain, and apply laws and regulations
Ability to write clear and comprehensive reports
Ability to understand and carry out oral and written directions
Ability to use and care for firearms and other law enforcement equipment
Able to meet and maintain standards of physical endurance and agility
Ability to work cooperatively with those contacted in the course of work
Must be of good moral character and successfully pass a thorough background investigation including polygraph, fingerprinting, psychological examination, and records check
Employment offer is contingent upon passing a medical examination assessing candidate's ability to meet physical demands of the job
Must be able to pass a plate test of color vision.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: none

Related DOT Code: 377.263-010

Career Ladders: May be promoted to sheriff's sergeant

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderately High. The rate is 28.3% for employees in this occupation over the past 12 months.

Unionization: Yes. The county reports that all employees in this occupation belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: Butte College Academy, newspaper ads, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	Not Applicable	X
Little Difficulty		
No Difficulty		

The Job Market for: **Sheriffs and Deputy Sheriffs**
Experienced applicants: Not Applicable
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 57 -- Small

Growth Projections: New jobs through 2000: 6
Separations to 2000: 6
Total Openings: 12

Growth Trends: The new job growth rate for this occupation is 10.5%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. The county projects moderate growth for this occupation over the next three years.

Employer Responses: 1 employer, representing 46 employees in this occupation, supplied data used in developing this occupational profile. Information provided by this employer is available to the general public and may be obtained through the Butte County personnel department.

SOCIAL WORKERS -- EXCEPT MEDICAL AND PSYCHIATRIC**OES 273050**

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Please do not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a bachelor's degree. Some employers report their recently hired employees possess a master's degree in social work. To become licensed as a clinical social worker (LCSW), an additional 3,200 hours of supervised postgraduate experience is required by the state. To be licensed as a marriage, family and child counselor (MFCC), an additional 3,000 hours of experience under direct supervision by an authorized supervisor is required by the state.

Experience: Almost all firms report that they usually or always require work-related experience. They tend to hire applicants with 12 - 48 months experience in social work, counseling, or a related field.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	Full-Time
Medical Insurance:	89%
Dental Insurance:	67%
Vision Insurance:	44%
Life Insurance:	61%
Paid Vacation:	94%
Paid Sick Leave:	89%
Retirement Plan:	44%

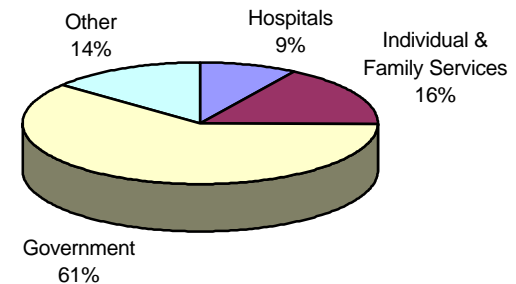
*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all Social Workers work full-time averaging 40 hours per week. Some work part-time averaging 22 hours weekly.

	Non-Union Range	Union Range	Non-Union Median	Union Median
*Wages:				
New Hires, No Experience:	\$5.27 - \$13.00	\$11.14 - \$11.14	\$10.50	\$11.14
New Hires, With Experience:	\$6.23 - \$19.18	\$12.79 - \$12.79	\$11.51	\$12.79
After Three Years With Firm:	\$8.01 - \$21.58	\$18.13 - \$18.13	\$13.43	\$18.13

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Knowledge of protective services for children and adults
Knowledge of family social work
Vocational counseling skills
Ability to interview others for information
Understanding of court proceedings
Ability to write effectively
Possession of a valid driver's license
Record keeping skills
Understanding of a variety of cultures
Leadership skills
Ability to handle crisis situations
Possession of a clean police record
Ability to apply complex rules and regulations
Ability to work independently
Oral communication skills
Emerging skills place an emphasis on computer literacy

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, Employment Development Department, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Social Workers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Community Support Specialist, Family Support Worker, Service Coordinator, Case Worker

Related DOT Code: 195.107-010, 195.107-014, 195.107-018, 195.107-022, 195.107-038, 195.107-026

Career Ladders: May be promoted to supervisory and administrative positions. May attain career as LCSW or MFCC by meeting additional educational and licensing requirements.

Nontraditional Occupation: No. Employers responding report that 77% of the workers are female.

Turnover: High. The rate is 30.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Many employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 272 -- Large

Growth Projections:	New jobs through 2000:	46
	<u>Separations to 2000:</u>	18
	Total Openings:	64

Growth Trends: The new job growth rate for this occupation is 16.9%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Many employers responding project their firm's employment in this occupation to remain stable over the next three years. Many employers expect new growth in this occupation over the next three years.

Employer Responses: 19 employers, representing 315 employees in this occupation, supplied data used in developing this occupational profile.

SOCIAL WORKERS -- MEDICAL AND PSYCHIATRIC**OES 273020**

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Please include Chemical Dependency Counselors.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require at least a bachelor's degree prior to hiring in this occupation. Most require or prefer additional training, such as: substance abuse certification, domestic violence experience, or Alzheimer training. Many require a master's degree. Though not required by all, to be licensed as a clinical social worker (LCSW), an additional 3,200 hours of supervised postgraduate experience is required by the state.

Experience: All employers surveyed report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 12 - 60 months of previous social work-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	75%
Dental Insurance:	69%
Vision Insurance:	44%
Life Insurance:	63%
Paid Vacation:	69%
Paid Sick Leave:	56%
Retirement Plan:	56%

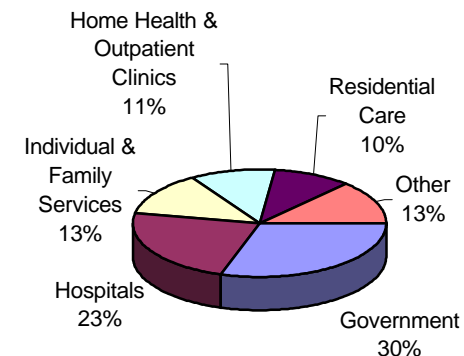
*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

Hours: Many Medical & Psychiatric Social Workers work part-time averaging 21 hours per week. Some work full-time at an average of 41 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$7.35 - 20.00	\$12.16
New Hires, With Experience:	\$7.35 - 25.00	\$13.91
After Three Years With Firm:	\$8.00 - 26.79	\$17.00

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Understanding of court proceedings
Record keeping skills
Knowledge of veterans services
Ability to treat substance abuse
Keeping apprised of changes in chemical dependency treatment
Knowledge of family social work
Knowledge of Alzheimers Disease
Possession of a valid driver's license
Knowledge of protective services for children and adults
Psychiatric social work skills
Ability to interview other for information
Understanding of a variety of cultures
Possession of a clean police record
Ability to apply complex rules and regulations
Ability to maintain confidentiality and exercise professionalism
Ability to write effectively and legibly

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		

The Job Market for: **Medical & Psychiatric Social Workers**
Experienced applicants: Not Competitive
Inexperienced applicants: Not Competitive

Employer Responses: 17 employers, representing 96 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Substance Abuse Counselor, Chemical Dependency Couns., Psychiatric Worker, Mental Health Couns.

Related DOT Code: 045.107-058, 195.107-030, 195.107-034

Career Ladders: May be promoted to supervising clinician, supervising social worker, case management supervisor, mental health superintendent, or director of behavioral health

Nontraditional Occupation: No. Employers responding report that 64% of the workers are female.

Turnover: Among employers surveyed, the rate is 20.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report their workers are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 180 -- Medium

Growth Projections:

New jobs through 2002:	40
<u>Separations to 2002:</u>	30
Total Openings:	70

Growth Trends: The new job growth rate for this occupation is 22.2%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate new growth.

Gender: Employers responding indicate 36% of workers are male, 64% are female.

TEACHERS -- ELEMENTARY SCHOOL**OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all employers report that they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Elementary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Almost all employers report that they do not require but prefer work-related experience. They indicate a preference for hiring applicants with 12 - 36 months of teaching experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	88%
Vision Insurance:	81%
Life Insurance:	56%
Paid Vacation:	31%
Paid Sick Leave:	94%
Retirement Plan:	75%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

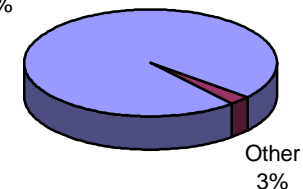
Hours: Almost all Elementary School Teachers work full-time for an average of 38 hours per week. Few work part-time averaging 18 hours weekly.

<u>*Wages:</u>	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Median</u>
New Hires, No Experience:	\$9.59 - 11.60	\$11.51 - 15.17	\$13.38
New Hires, With Experience:	\$8.00 - 11.94	\$14.11 - 19.18	\$14.38
After Three Years With Firm:	\$9.00 - 16.78	\$12.95 - 25.41	\$15.61

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Elementary &
Secondary
Schools
97%



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to connect with young students
Audiovisual teaching skills
Artistic skills
Musical skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer first aid
Possession of a state teachers' certificate
Ability to read and write effectively
Problem solving skills
Effective communication / interpersonal skills
Possession of a clean police record
Ability to exercise patience
Understanding of a variety of cultures

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Teacher, Classroom Teacher

Related DOT Code: 092.227-010, 092.227-014

Career Ladders: May be promoted to principal or other administrative position

Nontraditional Occupation: No. Employers responding report that 82% of workers are female.

Turnover: Among employers surveyed, the rate is 8.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report their employees are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges/universities, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Elementary School Teachers**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 16 employers, representing 952 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 820 -- Very Large

Growth Projections: New jobs through 2002: 110
Separations to 2002: 120
Total Openings: 230

Growth Trends: The new job growth rate for this occupation is 13.4%, which is growing slower than the average new job growth rate of 18.7% for all occupations in the county. Many employers responding project their firm's employment in this occupation to remain stable over the next two years. Some anticipate a decline in growth over this period.

Gender: Employers responding indicate 18% of workers are male, 82% are female.

TEACHERS -- SECONDARY SCHOOL**OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All employers report they require a bachelor's degree prior to hiring an applicant for this occupation. Graduate study, which includes student teaching, is consistent with the State of California's credentialing requirements for Secondary School Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Most employers report that they require or prefer work-related experience. They indicate a preference for hiring applicants with 24 - 36 months of prior teaching experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	29%
Paid Vacation:	14%
Paid Sick Leave:	100%
Retirement Plan:	71%

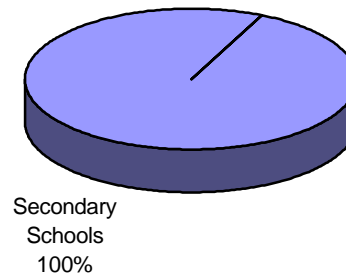
*Percentage is based on 7 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Secondary School Teachers work full-time averaging 36 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$12.47 - 17.01	\$15.17
New Hires, With Experience:	\$14.38 - 19.13	\$15.82
After Three Years With Firm:	\$17.10 - 23.01	\$18.22

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Audiovisual teaching skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer emergency first aid
Possession of a state teacher's credential
Ability to write effectively and legibly
Problem solving skills
Understanding of a variety of cultures
Possession of a clean police record
Ability to connect with students
Oral communication skills / public contact skills
Ability to work under pressure
Ability to exercise patience
Coaching skills are desirable
Bilingual skills are desirable

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: colleges or universities, newspaper ads, and walk-in applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X

The Job Market for: **Secondary School Teachers**
Experienced applicants: Not Available
Inexperienced applicants: Very Competitive

Employer Responses: 7 employers, representing 602 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: High School Teacher, Secondary Classroom Teacher

Related DOT Code: 091.227-010, 091.221-010

Career Ladders: May be promoted to principal or other administrative positions

Nontraditional Occupation: No. Employers responding report that 48% of workers are female.

Turnover: Among employers surveyed, the rate is 10.8% for employees in this occupation over the past 12 months.

Unionization: Yes. All employers surveyed report their employees are unionized.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 690 -- Very Large

Growth Projections:
New jobs through 2002: 150
Separations to 2002: 140
Total Openings: 290

Growth Trends: The new job growth rate for this occupation is 21.7%, which is growing faster than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next two years.

Gender: Employers responding indicate 52% of workers are male, 48% are female.

TEACHERS -- SPECIAL EDUCATION**OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: All new hires possess a bachelor's degree. Most of these have pursued graduate level work. Graduate study is consistent with the State of California's credentialing requirements for Special Education Teachers. Persons interested in this career are encouraged to contact both the California Commission on Teacher Credentialing and the Department of Education at a state university.

Experience: Many employers report that they usually or always require work-related experience. They tend to hire applicants with 10 - 24 months of prior teaching experience. Those not requiring previous experience still require student teaching, in accordance with state regulations.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	27%
Paid Vacation:	27%
Paid Sick Leave:	100%
Retirement Plan:	100%

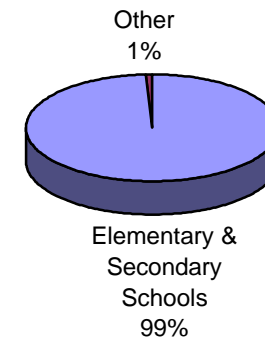
*Percentage is based on 11 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Special Education Teachers work full-time averaging 39 hours per week.

	<u>Non-Union Range</u>	<u>Union Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
<u>*Wages:</u>				
New Hires, No Experience:	\$16.43 - \$16.43	\$11.71 - \$15.48	\$16.43	\$13.63
New Hires, With Experience:	\$16.43 - \$16.43	\$14.42 - \$23.97	\$16.43	\$15.54
After Three Years With Firm:	\$16.93 - \$16.93	\$14.99 - \$24.93	\$16.93	\$18.17

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Sign language skills
Ability to read braille
Ability to read lips
Ability to teach physical education
Ability to use computers as a teaching tool
Classroom management skills
Ability to plan and organize training programs
Ability to write effectively
Ability to handle crisis situations
Willingness to travel
Imagination and creativity
Ability to work independently
Ability to maintain classroom discipline
Ability to exercise patience
Emerging skills place an emphasis on computer literacy

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Resource Specialist Teacher, Special Day Class Teacher

Related DOT Code: 099.227-042, 094.224-010, 094.224-014, 094.224-018, 094.227-022, 094.227-030

Career Ladders: May be promoted to principal, vice principal, or other administrative position

Nontraditional Occupation: No. Employers responding report that 71% of the workers are female.

Turnover: Moderately Low. The rate is 9.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Almost all employers surveyed report they are unionized. Almost all employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, public school or program referrals, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for: **Special Education Teachers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 200 -- Large

Growth Projections:

New jobs through 2000:	70
<u>Separations to 2000:</u>	20
Total Openings:	90

Growth Trends: The new job growth rate for this occupation is 35.0%, which is growing much faster than the average new job growth rate of 18.7% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 11 employers, representing 126 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS**OES 580280**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Few have been engaged in college course work or have earned a degree. Some employers report they require training or certification prior to employment. This may take the form of gaining a Class B driver's license and a forklift certificate, or being trained in inventory and accounting procedures.

Experience: Most firms report that they usually or always require work-related experience. They tend to hire applicants with 6 - 24 months experience in shipping / receiving, which often includes the ability to drive a forklift.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	61%
Vision Insurance:	33%
Life Insurance:	67%
Paid Vacation:	94%
Paid Sick Leave:	78%
Retirement Plan:	67%

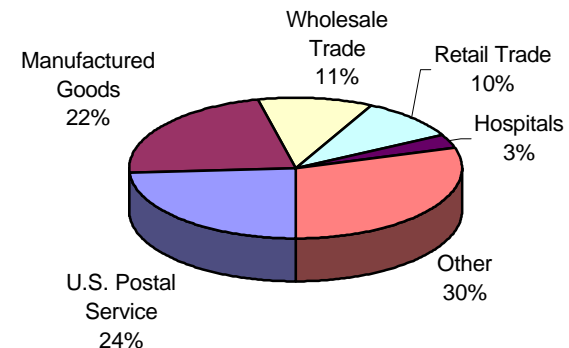
*Percentage is based on 18 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Traffic, Shipping, & Receiving Clerks work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$16.54	\$6.50	\$14.18
New Hires, With Experience:	\$5.89 - \$16.54	\$7.25	\$12.99
After Three Years With Firm:	\$7.36 - \$16.54	\$10.23	\$13.60

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a forklift
Ability to plan and organize the work of others
Record keeping skills
Understanding of inventory techniques
Ability to use the U.S. & private parcel post services
Possession of a valid driver's license
Ability to write legibly and effectively
Ability to stand continuously for 2 or more hours
Ability to lift at least 60 lbs. repeatedly
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Basic math skills
Oral communication skills
Emerging skills include increased knowledge of computerized inventory systems, inventory control software, and word processing ability

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Warehouse Manager, Inventory Clerk, Material Handler, Lift Truck Operator, Stockroom Supervisor

Related DOT Code: 222.387-050, 222.387-026, 222.387-034

Career Ladders: May be promoted to management positions within company

Nontraditional Occupation: No. Employers responding report that 35% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: private employment agencies, current employee referrals, newspaper ads, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Traffic, Shipping, and Receiving Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 319 -- Large

Growth Projections:	New jobs through 2000:	52
	<u>Separations to 2000:</u>	29
	Total Openings:	81

Growth Trends: The new job growth rate for Traffic, Shipping, and Receiving Clerks is 16.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Some expect new growth.

Employer Responses: 20 employers, representing 84 employees in this occupation, supplied the data used in developing this occupational profile.

TRUCK DRIVERS, LIGHT -- INCLUDE DELIVERY AND ROUTE**OES 971050**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most employers report they require a high school diploma or equivalent prior to hiring an applicant in this occupation. Few indicate they require vocational or technical training prior to employment. However, some employers report that they will accept training as a substitute for experience. A few indicate that a hazardous materials certificate is a requirement.

Experience: Many employers report that they require or prefer work-related experience. They tend to hire applicants with 6 - 24 months of prior truck driving experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	82%
Dental Insurance:	53%
Vision Insurance:	53%
Life Insurance:	29%
Paid Vacation:	82%
Paid Sick Leave:	65%
Retirement Plan:	53%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Light Truck Drivers work full-time averaging 42 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - 9.00	\$7.00
New Hires, With Experience:	\$5.75 - 9.00	\$7.00
After Three Years With Firm:	\$6.50 - 12.00	\$8.88

*Few firms indicate they pay commission and/or safety awards in addition to wages.

*Wages reflect economic situation subsequent to state minimum wage adjustments of 03 /01/ 98.

WHERE THE JOBS ARE

Motor Freight Transportation	10.8%
Individual & Family Services	9.3%
Automotive Repair, Services & Parking	8.4%
Newspapers	4.8%
Home Furniture, Furnishings & Equipment	4.8%
Eating Places	4.2%
Automotive Dealers	4.2%
Building Materials, Hardware, Garden	3.2%
Linen Supply	3.2%
Business Services	2.4%
Air Courier Services	2.0%
Other	24.7%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Ability to read invoices
Record keeping skills
Ability to load and unload freight
Map reading skills
Possession of a valid Class A driver's license
Possession of a valid Class B driver's license
Knowledge of local streets
Ability to pass a pre-employment medical examination
Ability to lift at least 75 lbs. repeatedly
Ability to work independently
Possession of a good DMV driving record
Ability to read and follow instructions
Oral communication skills
Customer service skills / people skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Driver, Delivery Driver, Warehouse Person, Receiving Person

Related DOT Code: 906.683-010, 906.683-014, 906.683-018, 906.683-022, 913.663-018, 919.663-022

Career Ladders: May be promoted to warehouse clerk, route supervisor, foreman, dispatcher, salesperson, branch manager

Nontraditional Occupation: Yes. Employers responding report that 12% of workers are female.

Turnover: The rate is 39.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers responding indicate their workers are unionized.

SUPPLY AND DEMAND

Recruitment Methods: The most successful methods used in recruiting new employees include: current employee referrals, newspaper ads, walk-in applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		

The Job Market for: **Truck Drivers -- Light**
Experienced applicants: Moderately Competitive
Inexperienced applicants: Moderately Competitive

Employer Responses: 17 employers, representing 98 employees in this occupation, supplied the data used in developing the analysis of this occupational profile.

OCCUPATIONAL SIZE & GROWTH -- 1995 TO 2002

EDD OCCUPATIONAL PROJECTIONS

Size of 1995 Employment: 440 --Very Large

Growth Projections: New jobs through 2002: 70
Separations to 2002: 50
Total Openings: 120

Growth Trends: The new job growth rate for this occupation is 15.9%, which is growing slower than the average job growth rate of 18.7% for all occupations in the county. Many employers responding report their firm's employment in this occupation to remain stable over the next two years. Many anticipate new growth.

Gender: Employers responding indicate 88% of workers are male, 12% are female.

WAITERS AND WAITRESSES**OES 650080**

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Please do not include workers who only work at counters.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires have earned their high school diploma or equivalent. Many new hires have been engaged in college course work without having earned a degree. No employer surveyed reports requiring training prior to employment.

Experience: Some businesses report that they usually or always require work-related experience; some do not. Those seeking experienced employees tend to hire applicants with 4 - 12 months of previous waitering / waitressing experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	14%
Dental Insurance:	0%
Vision Insurance:	0%
Life Insurance:	14%
Paid Vacation:	100%
Paid Sick Leave:	0%
Retirement Plan:	0%

*Percentage is based on 7 employers responding to this particular question.

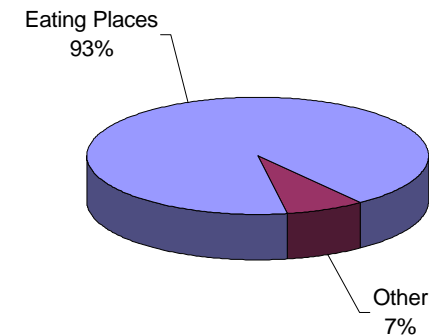
HOURS AND WAGES

Hours: Most Waiters & Waitresses work part-time averaging 22 hours per week. Some work full-time, at an average of 38 hours weekly.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>	<u>Median Hourly Tips</u>
New Hires, No Experience:	\$5.00 - \$5.10	\$5.00	\$2.63
New Hires, With Experience:	\$5.00 - \$5.50	\$5.00	\$7.89
After Three Years With Firm:	\$5.00 - \$7.00	\$5.50	\$10.53

All employers surveyed report that waiters / waitresses earn tips in addition to wages.

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

QUALIFICATIONS

Employers rated the following qualifications very important:

Cash handling skills
Ability to operate a cash register
Ability to stand continuously for 2 or more hours
Ability to lift at least 30 pounds repeatedly
Customer service skills
Good grooming skills
Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Able to work speedily and efficiently
Able to maintain a positive attitude
Ability to follow oral instructions
Ability to read and follow written instructions
Basic math skills
Oral communication skills
Demonstration of a teamwork attitude

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Servers

Related DOT Code: 311.677-010, 311.674-018, 311.477-030, 311.477-026

Career Ladders: May be promoted to lead waiter / waitress, supervisor, assistant manager, or manager.

Nontraditional Occupation: No. Employers responding report that 88% of workers are female.

Turnover: Moderately High. The rate is 29.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for: **Waiters and Waitresses**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1129 -- Very Large

<u>Growth Projections:</u>	New jobs through 2000:	299
	<u>Separations to 2000:</u>	428
	<u>Total Openings:</u>	727

Growth Trends: The new job growth rate for Waiters and Waitresses is 26.5%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Many employers project their firm's employment in this occupation to remain stable over the next three years. Many anticipate growth over this period.

Employer Responses: 15 employers, representing 267 employees in this occupation, supplied data used in developing this occupational profile.

WELDERS AND CUTTERS**OES 939140**

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires have earned a high school diploma or equivalent. Many new hires have been engaged in college course work without having earned a degree. Some employers report they require certification or training prior to employment. This may take the form of earning a Certificate of Achievement in Welding Technology at a community college. Employers express a strong preference for workers with prior "hands-on" experience.

Experience: Almost all employers report that they usually or always require work-related experience. Most, however, indicate they will sometimes accept training as a substitute for experience. They tend to hire applicants with 12 - 36 months of experience as a welder or fabricator.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	59%
Vision Insurance:	24%
Life Insurance:	53%
Paid Vacation:	100%
Paid Sick Leave:	35%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Almost all Welders & Cutters work full-time averaging 41 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.50 - \$8.00	\$6.50	\$8.00
New Hires, With Experience:	\$6.50 - \$15.21	\$8.50	\$12.60
After Three Years With Firm:	\$7.50 - \$25.09	\$11.00	\$18.55

*Wages reflect economic situation prior to federal minimum wage adjustments of 09 /01/ 97.

WHERE THE JOBS ARE

Miscellaneous Repair Services	39.50%
Farm Machinery & Equipment	26.60%
Fabricated Structural Metal	6.40%
Stone, Clay, Glass, & Concrete Products	2.80%
Wholesale Distribution -- Durable Goods	7.40%
General Automotive Repair Shops	2.80%
Refuse Systems	1.80%
Other	12.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate inspection equipment
Ability to read blueprints
Ability to read working drawings
Arc & gas welding skills
Structural welding skills
Plasma cutting & tig welding skills
Ability to use precision tools
Pipe welding skills
Ability to pass a work performance test
Ability to stand continuously for 2 or more hours
Possession of mechanical aptitude
Ability to work independently, speedily, and efficiently
Basic math skills
Ability to work in awkward positions
Ability to operate a press brake

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Fabricator

Related DOT Code: 810.384-014, 811.684-014, 819.361-010, 810.382-010, 811.482-010

Career Ladders: May be promoted to foreman, supervisor, or management position.

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderate. The rate is 13.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for: **Welders and Cutters**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 89 -- Small

Growth Projections:	New jobs through 2000:	20
	<u>Separations to 2000:</u>	18
	Total Openings:	38

Growth Trends: The new job growth rate for this occupation is 22.5%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Some employers expect growth over this period.

Employer Responses: 18 employers, representing 125 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

*SUMMARY OF
OCCUPATIONS & WAGES
1996 - 1999*

Occupations & Wages

Occupational Title	Survey Year	Entry Level/ No Experience	Experience/ New to Firm	3+ Yrs Experience with Firm
Accountants and Auditors	1998	\$5.75 - 18.82 (11.26) Union (11.51)	\$8.63 - 30.14 (16.40) Union (22.82)	\$9.59 - 33.56 (18.70) Union (31.32)
Amusement and Recreation Attendants	1999	\$5.75 - 6.00 (5.75)	\$5.75 - 7.54 (5.90)	\$6.10 - 11.62 (7.50)
Assemblers and Fabricators	1998	\$5.75 - 10.00 (6.25) Union (10.00)	\$5.75 - 12.00 (7.00) Union (12.00)	\$6.75 - 19.00 (9.00) Union 18.00)
Automotive Body and Related Repairers	1999	\$6.50 - 7.50 (7.00)	\$6.50 - 12.59 (10.00)	\$12.00 - 20.30 (15.75)
Automotive Mechanics	1996	\$4.79 - 14.84 (8.00) Union (N/A)	\$7.14 - 14.84 (10.00) Union (11.48)	\$9.05 - 18.50 (14.00) Union (12.50)
Bakers	1999	\$5.75 - 7.75 (5.75) Union (7.00)	\$5.75 - 8.00 (6.75) Union (7.00)	\$6.50 - 15.95 (10.00) Union (12.00)
Bartenders	1997	\$5.00 - 7.50 (5.00) Median Hrly Tips (3.08)	\$5.00 - 9.00 (5.50) Median Hrly Tips (5.71)	\$5.00 - 9.00 (5.50) Median Hrly Tips (7.86)
Billing, Cost and Rate Clerks	1998	\$5.75 - 10.00 (7.00) Union (9.71)	\$5.75 - \$14.87 (8.03) Union (11.73)	\$7.50 - 19.33 (10.00) Union (12.43)
Bookkeeping, Accounting, and Auditing Clerks	1999	\$10.28 - 11.08 (10.28) Union (10.92)	\$7.00 - 13.60 (9.00) Union (12.37)	\$8.50 - 15.61 (10.33) Union (15.02)
Bus and Truck Mechanics and Diesel Engine Specialists	1996	\$5.00 - 10.68 (8.00) Union (10.68)	\$8.00 - 18.41 (10.00) Union (12.12)	\$11.00 - 20.71 (13.50) Union (14.30)
CAD Technicians	1997	\$5.00 - 17.89 (8.00) Union (17.89)	\$7.00 - 22.50 (10.75) Union (22.50)	\$9.00 - 27.89 (15.00) Union (27.89)
Carpenters	1998	\$5.75 - 12.00 (6.95) Union (6.00)	\$7.00 - 20.10 (10.00) Union (13.55)	\$9.50 - 23.01 (16.00) Union (15.39)
Cashiers	1999	\$5.75 - 8.79 (5.75) Union (8.15)	\$5.75 - 10.23 (6.00) Union (10.00)	\$6.00 - 16.88 (7.50) Union (16.00)
Child Care Workers	1997	\$5.00 - 8.70 (5.50) Union (8.16)	\$5.00 - 8.70 (6.00) Union (8.16)	\$5.75 - 10.36 (7.08) Union (9.66)
Construction Managers	1998	\$6.00 - 20.00 (11.80) Union (N/A)	\$8.00 - 31.17 (14.19) Union (21.10)	\$10.00 - 38.36 (16.91) Union (27.43)
Cooks - Restaurant	1996	\$4.25 - 6.25 (5.00)	\$4.25 - 8.00 (6.00)	\$4.75 - 11.00 (8.25)
Correction Officers and Jailers	1997	\$11.24	\$12.08	\$13.67

Cost Estimators	1998	\$7.19 - 18.75 (9.00)	\$9.00 - 22.38 (14.38)	\$10.00 - 33.24 (18.00)
Counter and Rental Clerks	1998	\$5.75 - 6.50 (5.75)	\$5.75 - 8.00 (5.75)	\$5.75 - 10.00 (6.75)
Dental Assistants	1996	\$5.75 - 11.51 (7.18)	\$7.50 - 12.59 (9.00)	\$8.40 - 14.00 (11.50)
Dental Hygienists	1999	\$22.00 - 34.38 (31.25)	\$25.00 - 50.00 (33.00)	\$28.75 - 54.17 (35.00)
Electricians	1999	\$6.00 - 14.09 (7.00)	\$5.75 - 28.00 (12.00)	\$7.50 - 30.80 (17.03)
		Union (11.05)	Union (21.31)	Union (27.31)
File Clerks	1998	\$5.75 - 8.85 (6.00)	\$5.75 - 9.00 (7.00)	\$5.75 - 16.00 (8.00)
		Union (6.46)	Union (7.95)	Union (12.10)
Financial Managers	1997	\$6.50 - 17.26 (10.01)	\$8.00 - 28.91 (17.59)	\$11.00 - 28.91 (19.18)
Firefighters	1997	\$9.18 - 9.48 (9.33)	\$9.48 - 9.75 (9.62)	\$9.75 - 11.50 (10.63)
First Line Supervisors and Managers--Clerical / Admin	1998	\$6.00 - 10.93 (8.00)	\$7.00 - 13.95 (10.00)	\$9.00 - 20.92 (11.50)
		Union (10.55)	Union (11.03)	Union (12.50)
First Line Supervisors and Managers--Sales	1997	\$5.40 - 17.26 (8.25)	\$5.90 - 17.26 (10.00)	\$8.00 - 31.17 (14.00)
		Union (N/A)	Union (13.90)	Union (22.06)
Food Preparation Workers	1997	\$5.00 - 8.28 (5.00)	\$5.00 - 9.00 (5.50)	\$5.00 - 12.00 (6.50)
		Union (7.36)	Union (7.54)	Union (9.01)
Food Service Managers	1998	\$5.75 - 7.50 (6.28)	\$6.00 - 10.66 (8.18)	\$7.00 - 15.69 (11.50)
General Office Clerks	1999	\$5.80 - 6.75 (6.00)	\$5.80 - 8.50 (7.00)	\$6.75 - 12.00 (8.00)
Guards and Watch Guards	1999	\$5.75 - 12.95 (6.50)	\$5.75 - 12.95 (7.00)	\$6.50 - 14.29 (8.00)
		Union (12.95)	Union (11.03)	Union (12.42)
Hand Packers and Packagers	1997	\$5.00 - 8.15 (5.28)	\$5.10 - 8.15 (5.88)	\$5.25 - \$9.45 (8.00)
		Union (6.74)	Union (6.75)	Union (6.75)
Heating, Air Conditioning, and Refrigeration Mechanics	1996	\$5.00 - 10.70 (6.75)	\$7.00 - 14.67 (8.49)	\$8.50 - 16.19 (12.01)
		Union (10.68)	Union (13.39)	Union (14.70)
Home Health Aides	1998	\$5.75 - 8.54 (6.38)	\$5.75 - 9.20 (6.75)	\$6.50 - 10.00 (7.70)
Industrial Truck and Tractor Operators	1998	\$5.75 - 13.00 (7.00)	\$6.00 - 14.38 (8.00)	\$7.00 - 16.78 (11.60)
		Union (12.84)	Union (12.92)	Union (13.86)
Instructional Aide	1997	\$5.00 - 9.35 (6.10)	\$5.00 - 10.07 (6.44)	\$5.00 - 13.19 (7.50)
		Union (7.60)	Union (8.00)	Union (9.57)
Insurance Policy Processing Clerks	1998	\$5.26 - 9.21 (6.40)	\$5.92 - 13.00 (8.00)	\$7.00 - 15.00 (10.00)
Janitors and Cleaners	1999	\$5.75 - 9.57 (7.00)	\$5.75 - 10.77 (7.75)	\$6.50 - 12.18 (7.75)
		Union (9.03)	Union (9.58)	Union (10.24)
Landscaping and Groundskeeping Laborers	1998	\$5.75 - 12.64 (6.00)	\$6.00 - 12.64 (7.00)	\$7.00 - 14.60 (9.63)
		Union (9.93)	Union (11.16)	Union (12.32)
Licensed Vocational Nurses	1996	\$7.00 - 13.00 (9.75)	\$8.00 - 14.00 (10.50)	\$8.63 - 16.00 (12.63)
		Union (11.60)	Union (12.35)	Union (13.36)
Machinists	1996	\$5.00 - 7.19 (7.00)	\$6.00 - 18.50 (8.50)	\$8.00 - 25.00 (12.00)

		Union (N/A)	Union (18.11)	Union (18.11)
Maids and Housekeeping Cleaners	1997	\$5.00 - 7.22 (5.28)	\$5.00 - 7.80 (5.50)	\$5.12 - 8.37 (6.50)
Maintenance Repairers -- General Utility	1998	\$6.00 - 12.11 (6.78)	\$6.50 - 14.98 (7.75)	\$7.50 - 20.00 (11.50)
		Union (9.71)	Union (10.70)	Union (11.50)
Marketing, Advertising and Public Relations Managers	1999	\$8.00 - 21.58 (14.10)	\$9.50 - 23.97 (16.79)	\$11.51 - 25.89 (19.37)
Medical Assistants	1997	\$5.00 - 9.00 (7.00)	\$6.50 - 10.50 (8.50)	\$7.50 - 14.00 (10.00)
Medical Records Technicians	1997	\$5.00 - 10.75 (6.00)	\$5.35 - 10.75 (7.00)	\$5.50 - 26.00 (8.00)
Medicine and Health Service Managers	1999	\$10.43 - 17.91 (15.25)	\$10.00 - 38.36 (16.50)	\$10.36 - 30.68 (19.95)
Nurse Aides	1999	\$5.75 - 8.71 (6.25)	\$5.75 - 8.71 (6.88)	\$6.99 - \$10.00 (7.60)
Offset Lithographic Press Setters and Operators	1996	\$4.25 - 8.00 (6.00)	\$6.00 - 10.00 (7.25)	\$7.00 - 15.00 (10.00)
Pharmacy Technicians	1997	\$5.00 - 11.95 (6.00)	\$6.00 - 12.96 (9.00)	\$7.50 - 14.25 (11.23)
		Union (7.37)	Union (9.25)	Union (11.88)
Physical Therapists	1999	\$18.00 - 28.00 (23.48)	\$20.00 - 36.63 (26.94)	\$21.00 - 39.03 (30.98)
Plumbers, Pipefitters, and Steamfitters	1999	\$6.00 - 13.82 (7.00)	\$7.19 - 15.00 (10.50)	\$13.00 - 20.00 (16.00)
		Union (13.82)	Union (13.82)	Union (13.82)
Police Patrol Officers	1997	\$11.97 - 14.36 (13.34)	\$11.97 - 14.36 (14.01)	\$13.86 - 17.47 (14.01)
Property and Real Estate Managers and Administrators	1998	\$6.96 - 12.01 (8.96)	\$8.80 - 16.88 (10.69)	\$8.80 - 18.22 (11.99)
Radiologic Technologists -- Diagnostic	1997	\$7.00 - 14.63 (13.00)	\$9.50 - 15.80 (13.18)	\$11.00 - 16.48 (15.78)
Receptionists and Information Clerks	1998	\$5.88 - 9.53 (7.00)	\$5.88 - 10.21 (8.00)	\$6.82 - 12.08 (9.00)
		Union (9.37)	Union (9.78)	Union (11.83)
Registered Nurses	1998	\$10.40 - 18.00 (15.46)	\$12.00 - 25.00 (16.63)	\$13.50 - 27.00 (18.75)
		Union (15.34)	Union (15.98)	Union (16.61)
Residential Counselors	1996	\$5.00 - 6.90 (5.50)	\$5.50 - 10.66 (7.16)	\$6.50 - 12.79 (9.80)
		Union (N/A)	Union (10.66)	Union (12.79)
Salespersons -- Parts	1998	\$5.75 - 13.00 (6.75)	\$6.00 - 14.50 (8.63)	\$7.00 - 20.17 (11.00)
		Union (9.00)	Union (12.00)	Union (16.00)
Salespersons -- Retail (Except Vehicle Sales)	1996	\$4.25 - 10.00 (5.00)	\$4.25 - 14.38 (6.90)	\$4.75 - 28.77 (8.42)
		Union (5.00)	Union (12.00)	Union (12.00)
Sales Representatives -- Except Scientific and Related	1999	\$6.04 - 12.66 (12.45)	\$6.95 - 28.77 (18.37)	\$10.31 - 47.95 (25.03)
Secretaries, General	1996	\$4.25 - 10.07 (6.50)	\$5.00 - 11.03 (7.25)	\$7.00 - 20.00 (9.00)
		Union (9.30)	Union (9.30)	Union (11.31)
Secretaries, Legal	1997	\$5.75 - 10.23 (8.00)	\$7.50 - 13.54 (9.86)	\$9.65 - 17.26 (12.00)
		Union (8.31)	Union (9.07)	Union (10.34)
Sheriffs and Deputy Sheriffs	1997	\$13.33	\$14.67	\$16.20
Social Workers -- Except Medical and Psychiatric	1997	\$5.27 - 13.00 (10.50)	\$6.23 - 19.18 (11.51)	\$8.01 - 21.58 (13.43)
		Union (11.14)	Union (12.79)	Union (18.13)

Social Workers -- Medical and Psychiatric	1999	\$7.35 - 20.00 (12.16)	\$7.35 - 25.00 (15.00)	\$8.00 - 26.79 (19.00)
		Union (N/A)	Union (12.46)	Union (14.29)
Stock Clerks -- Sales Floor	1996	\$4.25 - 6.00 (5.00)	\$4.75 - 10.00 (5.25)	\$5.50 - 14.00 (7.00)
Systems Analysts --Electronic Data Processing	1996	\$6.00 - 18.65 (12.00)	\$8.00 - 20.98 (16.78)	\$12.00 - 23.31 (19.18)
		Union (11.13)	Union (15.42)	Union (19.69)
Teachers -- Elementary School	1999	\$9.59 - 17.01 (11.03)	\$8.00 - 19.18 (9.83)	\$9.00 - 25.41 (12.23)
		Union (13.59)	Union (15.04)	Union (18.18)
Teachers -- Kindergarten	1996	\$5.75 - 14.48 (10.55)	\$6.25 - 17.67 (11.51)	\$8.50 - 20.27 (12.47)
		Union (13.42)	Union (14.38)	Union (14.96)
Teachers -- Preschool	1996	\$4.25 - 8.68 (4.75)	\$4.50 - 14.00 (5.94)	\$5.00 - 17.00 (7.47)
Teachers -- Secondary School	1999	\$12.47 - 17.01 (15.17)	\$14.38 - 19.13 (15.82)	\$17.10 - 23.01 (18.22)
Teachers -- Special Education	1998	\$11.71 - 16.43 (16.43)	\$14.42 - 23.97 (16.43)	\$14.99 - 24.93 (16.93)
		Union (13.63)	Union (15.54)	Union (18.17)
Traffic, Shipping, and Receiving Clerks	1997	\$5.00 - 16.54 (6.50)	\$5.89 - 16.54 (7.25)	\$7.36 - 16.54 (10.23)
		Union (14.18)	Union (12.99)	Union (13.60)
Truck Drivers, Light -- Include Delivery and Route	1999	\$5.75 - 10.85 (6.75)	\$5.75 - 10.85 (7.00)	\$6.50 - 12.00 (8.75)
		Union (10.85)	Union (10.85)	Union (18.10)
Truck Drivers, Heavy or Tractor Trailer	1996	\$6.00 - 18.00 (8.00)	\$7.00 - 18.00 (10.00)	\$8.50 - 19.18 (12.00)
		Union (13.27)	Union (13.27)	Union (13.27)
Waiters and Waitresses	1997	\$5.00 - 5.10 (5.00)	\$5.00 - 5.50 (5.00)	\$5.00 - 7.00 (5.50)
		Median Hrly Tips (2.63)	Median Hrly Tips (7.89)	Median Hrl Tips (10.53)
Welders and Cutters	1997	\$5.50 - 8.00 (6.50)	\$6.50 - 15.21 (8.50)	\$7.50 - 25.09 (11.00)
		Union (8.00)	Union (12.60)	Union (18.55)

In this summary, wage ranges include both non-union & union combined. Unless indicated otherwise, number In parenthesis indicates the non-union median wage for this category.

1999 - 2000

BUTTE COUNTY

TRAINING

DIRECTORY

OVERVIEW

The *1999/2000 North Central Counties Training Directory* is produced as part of the statewide CCOIS. The development of this directory is through a cooperative effort between the North Central Counties Consortium Private Industry Council, the Labor Market Information Division of the State of California Employment Development Department, and the California Occupational Information Coordinating Committee (COICC).

The COICC is under federal mandate to develop a statewide Occupational Information System (OIS) to meet the information needs of vocational education planners and administrators and the career information needs of youth and adults.

The purpose of this directory is to provide basic information on the training programs available to residents of Colusa, Glenn, Lake, Sutter, and Yuba Counties. Unless otherwise noted, the programs listed are those which prepare persons for entry into one or more specific occupations.

Users of this directory should note we do not endorse or recommend any particular schools or training providers of programs. While we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information changes frequently. Please contact the schools or training providers directly to verify the information. Please let us know if there are additional programs that should be included in future editions of this directory.

HOW CAN I USE THIS DIRECTORY?

The data in this directory is intended for use by various workforce development agencies, training providers, organizations, and individuals. Some of the ways in which this directory can be used are as follows:

- It can be used as a reliable reference resource for career and vocational training programs available throughout the North Central Counties Consortium.

- It can be used by employers interested in finding skilled workers or in search of training programs for new or current employees.
- Counselors and employment training professionals can use this directory to assist individuals in selecting training programs that meet their individual goals and needs.

Job Training Partnership Act (JTPA) Funding And Department of Education Pell Grants

Many of the students taking the vocational or post secondary provider programs listed in this directory receive financial assistance through federal Job Training Partnership Act (JTPA) aid or Department of Education Pell Grants or other program sources. The JTPA Act was enacted in 1982 to provide job training to unemployed, dislocated workers, older workers, veterans, disabled and low-income adults, and youth facing barriers to employment.

Pell Grants to support training or related expenses are available to individuals who meet certain federal criteria, including low income, educational and other needs measures. Pell Grant funds are administered by Pell-eligible education and training institutions. Federal policies and procedures provide for a coordination of JTPA aid and Pell Grant awards.

Accreditation recognized by the Department of Education is necessary for students to be eligible to participate in federal student loan programs. Accreditation also provides funding protection for students in JTPA aided trainer provider programs.

Local Training Providers

Training is provided in the county for these occupations that were surveyed in 1999. Please refer to updated course catalogs or contact providers directly for current information. Information about the training programs may be found on the following pages:

Amusement and Recreation Attendants

Butte Community College
Butte County Regional Occupational Program
California State University, Chico

Automotive Body and Related Repairers

Butte Community College
Butte County Regional Occupational Program

Bakers – Bread and Pastry

Northern California Food Service & Baking School

Bookkeeping, Accounting, and Auditing Clerks

Butte Community College
California State University, Chico
North State Business College
Olive Ridge Care Center

Electricians

Butte Community College
California State University, Chico

General Office Clerks

Butte Community College
Butte County Regional Occupational Program
North State Business College

Marketing, Advertising, and Public Relations Managers

A. D. Banker & Company
Butte Community College
Butte County Regional Occupational Program
California State University, Chico

Medicine and Health Services Managers

Butte Community College
Butte County Regional Occupational Program
California State University, Chico
Ja'Onna's Laboratory Skills Training Program

Nurse Aides

Butte Community College
Butte County Regional Occupational Program
Olive Ridge Care Center
Oroville Adult School
Valley Oaks Health Care Center

Sales Representatives – Except Scientific and Related

A. D. Banker & Company
Butte Community College
Butte County Regional Occupational Program
California State University, Chico

Social Workers – Medical and Psychiatric

California State University, Chico

Teachers – Elementary School

California State University, Chico
California State University, Chico-Continuing Education

Teachers – Secondary School

California State University, Chico
California State University, Chico-Continuing Education

Truck Drivers, Light – Include Delivery and Route Workers

Foster Elite Truck Driving School

Training is not provided within the county for these occupations that were surveyed in 1999:

Cashiers

Dental Hygienists
Guards and Watch Guards
Janitors and Cleaners - Except Maids and Housekeeping
Physical Therapists
Plumbers, Pipefitters, and Steamfitters

A.D. Banker & Company

7101 College Boulevard Suite 1600, Overland Park, CA 66210-4030

(800) 866-2468

Fax: (913) 451-3766

Internet Address: www.adbanker.com

E-mail: adbankeronline@adbanker.com

Available Services:

N/A

Occupational Objective

Insurance Marketing Operations

Butte Community College

3536 Butte Campus Drive, Oroville, CA 95965

(530) 895-2361

Fax: (530) 895-2411

Internet Address: www.butte.cc.ca.us

E-mail: Admissions@butte.cc.ca.us

Available Services:

Career Counseling
Counseling
Distance Learning
Financial Aid
On-Site Child Care
Open Entry/Open Exit
Veteran Approved

Occupational Objective

Accounting
Auto/Automotive Mechanic/Technician
Business Administration and Management
Business Services Marketing Operations
Electrical, Electronics and Communication Engineering
Nurse Assistant/Aide
Nursing Administration
Tourism and Travel Services Marketing Operations

Butte County Regional Occupational Program

9341 A Midway, Durham, CA 95938

(530) 891-6900

Fax: (530) 891-2909

Internet Address: www.bcoe.butte.k12.ca.us

E-mail: kgreenma@bcoe.butte.k12.ca.us

Available Services:

Career Development
Counseling
Job Placement

Occupational Objective

Administrative and Secretarial Services
Auto/Automotive Body Repairer
Business Administration and Management
Business Services Marketing Operations
Financial Services Marketing Operations
General Office/Clerical and Typing Services
General Selling Skills and Sales Operations
Hospitality and Recreation Marketing Operations
Nurse Assistant/Aide
Recreation Products/Services Marketing Operations
Tourism and Travel Services Marketing Operations

California State University, Chico
400 West First Street, Chico, CA 95929
(530) 898-6101
Fax: (530) 898-4381
Internet Address: www.csuchico.edu
E-mail: ADMISSIONS_STUDENT@macgate.csuchi

Available Services:

Career Development
Counseling
Distance Learning
Financial Aid
Job Placement

On-Site Child Care
Open Entry/Open Exit
Veteran Approved

Occupational Objective

Accounting
Art Teacher Education
Bilingual/Bicultural Education
Business Administration and Management
Electrical, Electronics and Communication Engineering
Health and Medical Administrative Services
Marketing Operations/Marketing and Distribution
Public Health
Science Teacher Education
Social Science Teacher Education
Social Work
Teacher Education, Multiple Levels
Tourism and Travel Services Marketing Operations

California State University, Chico for Continuing Education

400 West First Street, Chico, CA 95929-0250

(530) 898-6105

Fax: (530) 898-4020

Internet Address: www.rce.csuchico.edu

Available Services:

Distance Learning
Veteran Approved

Occupational Objective

Teacher Education, Multiple Levels

Foster Elite Truck Driving School

5015 Feather River Boulevard, Oroville, CA 95966

(530) 927-3535

Fax: (530) 527-5427

E-mail: Fosterelite@tco.net

Available Services:

Financial Aid

Job Placement

Veteran Approved

Occupational Objective

Truck, Bus and Other Commercial Vehicle Operator

Ja'Onna's Laboratory Skills Training Program

3760 Morrow Lane, Suite A, Chico, CA 95928

(530) 345-4248

Fax: (530) 345-4248

Available Services:

Counseling

Distance Learning

Occupational Objective

Health and Medical Administrative Services

North State Business College

574 Manzanita Ave. Suite 2, Chico, CA 95926

(530) 895-3150

Fax: (530) 895-3150

Available Services:

Job Placement

Open Entry/Open Exit

Veteran Approved

Occupational Objective

Accounting Technician

Receptionist

Northern California Food Service & Baking School

2495 Carmichael Drive, Chico, CA 95928

(530) 538-2288

Fax: (530) 538-6897

E-mail: mhenry@ncen.org

Available Services:

Career Development

Counseling
Financial Aid
Job Placement
Open Entry/Open Exit
Veteran Services

Occupational Objective

Baking

Olive Ridge Care Center
1000 Executive Parkway, Oroville, CA 95966
(530) 533-7335
Fax: (530) 533-8715

Available Services:

Open Entry/Open Exit

Occupational Objective

Accounting
Nurse Assistant/Aide

Oroville Adult School
2060 Second Street, Oroville, CA 95966
(530) 534-7912
Fax: (530) 534-8546
E-mail: drobinso@ben.bcoe.butte.k12.ca.us

Available Services:

Counseling
Open Entry/Open Exit
Veteran Approved

Occupational Objective

Nurse Assistant/Aide

Valley Oaks Health Care Center

246 Spruce Street, Gridley, CA 95948

(530) 846-6266

Fax: (530) 846-0668

Available Services:

Career Development
Counseling
Job Placement

Occupational Objective

Nurse Assistant/Aide

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 971050 TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS		
Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please complete this survey for the occupation described. If no , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees: _____	
b. In this occupation , how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		_____
vacancies resulting from people in permanent positions leaving your firm?		_____
new permanent positions resulting from growth?		_____
temporary, on call, or seasonal positions?		_____
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>			
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
b. What skills are important for career advancement?					_____			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____								
17. What other new skills are needed to perform the duties of this occupation? _____								
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
Would you like to receive a complimentary copy of the survey results for this occupation?							<input type="checkbox"/> Yes <input type="checkbox"/> No	

THANK YOU FOR YOUR COOPERATION !